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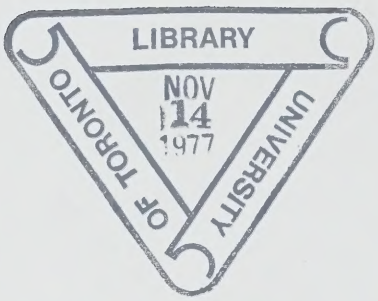
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CORRESPONDENCE COURSES 1972-73

MINISTRY OF EDUCATION
ONTARIO

CORRESPONDENCE COURSES 1972-73

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MINISTRY OF EDUCATION, ONTARIO

CORRESPONDENCE COURSES, 1152 BAY STREET, TORONTO 181

Chief Educational Officer/F. Hogg
Educational Officer/H.A. Sutton
Registrar/J.E. Hall
Registration Supervisor/W.A. Redekop
Administrative Officer/C.M. Reside

Elementary School Courses
Miss E.M. Froud/Elementary School Adviser

Secondary School Program Superintendents
B.F. Ahrens/Mathematics
A.H. Carter/Science
Mrs. M.O. Carter/Latin and Classical Studies
Mrs. F. Deciry/Français
P.E. DeSadeleer/Business and Commerce
Mrs. D.E. Ferguson/Business and Commerce
J.R. Levitt/Mathematics
F.B. MacMillan/Mathematics
N.C. McKinnon/History
D.J. MacLean/Technical Subjects
P.B. McLeod/English
Mrs. H.I. McSherry/Science
Mrs. G.M. Moore/English
W.W. O'Rourke/English
B.E. Robertson/Science
Miss D.P. Rogers/History
G.M. Seary/Arts
D.A.R. Tolton/Social Sciences
J.H. Walker/Geography

Telephones
General Inquiries/965-2657
Chief Educational Officer and Educational Officer/965-4587
Registrar/965-2657
Secondary School Program Superintendents
Mathematics, Science, Commercial, Technical/965-7326
English, other languages, History, Geography, Social Sciences, Arts/965-6448
Elementary School Courses/965-7456
Business Administration/965-6524
Test Arrangements/965-7321

SECONDARY SCHOOL COURSES

GENERAL INFORMATION

SECONDARY SCHOOL COURSES

The Ministry of Education Correspondence Courses provide a way other than school attendance for Ontario residents to continue their education. By this means students may earn admission to an institution of higher learning or course of training, gain promotion where they are employed, qualify for secondary school certificates, or study for personal satisfaction and enjoyment. The program offers courses over a wide range of subjects, including Art, Business and Commerce, Drafting, English, français, French, Geography, History, Latin and Classical Studies, Mathematics, Science, and Theatre Arts.

Eligibility For Enrolment

To be eligible for enrolment an applicant must be a resident of Ontario in one of the following categories:

1. a person sixteen years of age or over who has been out of school for three months or more (a student who leaves school in June after completing the final year of his program may be enrolled as soon as he receives his final marks; others are not eligible before September);

2. a person who would otherwise be attending school in Ontario and who is prevented from doing so by illness or distance;

3. a person temporarily absent from Ontario (absent for a period not longer than three years).

Services Provided

Courses are free. All lessons are supplied and corrected without charge. Answer paper is provided to all students. Stamped envelopes for mailing lessons are supplied to students living in Canada. Textbooks are lent for all courses except those at the Grade 13 level. (Students must return books in good condition when the courses for which they are lent are completed or discontinued.)

Art kits, science experiment kits, geological samples, drafting kits, mathematical instruments, shorthand recordings, French recordings, Latin recordings, supplementary reading books, maps and historical pamphlets and documents are some of the additional material which is lent. The Correspondence Courses office in co-operation with the Ontario Educational Communications Authority is examining the use of T.V. in correspondence courses and is planning experimental programs.

Starting Date And Completion Date

An eligible student may begin a secondary school course at any time of the year. He may follow his own time-table for completing his assignments. He may achieve standing in a subject and earn a certificate at any time of the year.

Applying For Enrolment

An applicant for enrolment should complete Form C and return it to the Correspondence Courses office, together with an official transcript of his school record.

This publication contains information to help him select courses and plan a program. Additional help is available, by letter, by telephone or by personal interview, from the Correspondence Courses staff.

An applicant under sixteen years of age prevented from attending school because of illness must submit with his application a medical certificate stating the nature of the illness and the probable length of his absence from school. Applicants under sixteen years of age prevented from attending school because of distance from school must submit a recommendation for enrolment from the senior educational official for the area. No medical certificate or recommendation is required for applicants going outside Canada.

An applicant who will be living outside Canada temporarily must give the name and address of a person in Ontario (a liaison) who will assume the responsibility of forwarding books, lessons and corrected assignments to the student. (The person acting as liaison for a Grade 13 student will have the additional responsibility of purchasing the required textbooks.) All material for the student is addressed to the liaison. The applicant should instruct the liaison to re-wrap it, print the student's foreign address, prepare a Customs Declaration, and pay the postage to carry the material to its foreign destination by the quickest means. The liaison's return address must appear on the package. Members of the Canadian Forces enrolled while on duty outside Canada may request that their lessons and textbooks be sent to a Canadian Forces Post Office in Canada for forwarding abroad, rather than to an Ontario liaison. If possible an applicant should arrange to visit the Correspondence Courses office before leaving the country, to discuss his program and pick up lessons and textbooks to take with him.

Enrolment Process

When the student's application form has been received, it is reviewed by a member of the Correspondence Courses staff. If the courses he has requested are in keeping with his background and objective, he is enrolled. He must start at the beginning of a course. First lessons, textbooks (except for a Grade 13 course) and supplies are sent to him at the time of enrolment. Further lessons are supplied automatically as his assignments are submitted to the Correspondence Courses office for evaluation.

Submission, Evaluation And Return Of Student's Work

The student should mail each lesson as soon as he completes it. After submitting a lesson, he should proceed with the next lesson; he should not wait for the return of any lesson before going on with the next.

To make satisfactory progress in a course the student should submit at least one lesson every two weeks in each course in which he is enrolled.

Lessons submitted to the Correspondence Courses office are forwarded for evaluation to classroom teachers across the province. After they have been examined and graded, they are returned to the Correspondence Courses and subsequently posted to the student, together with the new lessons he requires.

The teachers who read and evaluate the lessons, and the Program Superintendents, are ready to provide assistance and guidance if students encounter difficulties with assignments.

Introduction In 1972-1973 Of The Credit System Of Achieving Standing

Commencing in the 1972-1973 school year all secondary schools in Ontario will be organized on the *credit system.* Under this system a student proceeds by promotion in individual subjects rather than promotion by complete grade, year or level. A student will have the opportunity to follow a program which is suited to his individual needs and aspirations, and to make a broader selection of subjects.

The Correspondence Courses will follow this system. Some of the features of the system are as follows:

1. Secondary school credits are earned for completion of individual courses.

2. Each school assigns a credit value for each course it offers. (Each correspondence course, with few exceptions, has a value of one credit.)

3. The student completes individual courses to accumulate the total number of credits he needs for his objective.

4. Each student has an individual program. He makes his own selection of courses, basing it on his own interests and objective.

5. New course offerings over a broad range of subjects permit the student a greater freedom of choice.

6. Courses with different approaches and of different degrees of difficulty are offered in many subjects. In these subjects the student may study more than one course at a single level if he chooses.

7. A student may proceed from one level to another in a subject regardless of his work in other subjects.

8. He may be enrolled simultaneously in different subjects at different levels.

Requests For Further Courses

After the student has completed a number of assignments, he may find that he can handle an additional course or courses. He may request courses by letter, by telephone or by using the student order form supplied with lessons.

After a student completes any course, enrolment in further courses is not automatic. It is necessary for him to make a request. He may ask for guidance in selecting courses best suited to his objectives.

Re-Establishing Enrolment

Correspondence students occasionally find it necessary to discontinue their courses temporarily. They may suspend studies for a period in which they are unable to work on lesson assignments, and resume studies, as soon as they can, from the point at which they stopped.

If the interruption is likely to be a matter of less than eight weeks, they need not inform the Correspondence Courses office or return supplies and textbooks which have been lent to them. To re-establish their enrolment when they are free to continue their studies, they should resume the sending of lesson assignments.

Any student who foresees that an interruption in his studies will be for a period longer than two months must return textbooks and supplies lent to him so that they may be made available to some other student. When he is ready to resume his studies, he should telephone or write the Correspondence Courses office so that supplies will be re-issued to him.

Selecting Courses

1. Subject Selection

Each correspondence student has an individual program of subjects. He bases his selection of subjects on his interests and objectives. In a subject of special interest to him he may select any number of the courses available, even selecting several courses from the same level in the subject.

2. Enrolment Level

Guidance in the selection of appropriate levels of enrolment in courses is provided in the Course Descriptions section of this publication. When it is felt that success in a course depends on preceding work, a prerequisite for enrolment in the course is stated; for example: the prerequisite French F201 is stated for the third-level French course F301, which means that a student should have completed the second-level French F201 course or its equivalent before enrolling in French F301. Where no prerequisite is stated in the description of a course no background work is required for enrolment in it; for example: no prerequisite is stated in the description of the Geography G301 course, which means that a student may enrol in Geography G301 without having taken any previous work in Geography.

Identifying Courses By Code Numbers

Correspondence courses are identified by codes which indicate the level of a course but do not name a grade. These codes may differ from those in schools.

The Correspondence Courses coding system is as follows:

The code for each course consists of one or two letters followed by three numerals; for example:

English E111
Economics EN400

The letters are an abbreviation of the name of the subject.

In the code E111, E is an abbreviation of English.
In the code EN400, EN is an abbreviation of Economics.

The first numeral of the code—1, 2, 3, 4 or 5—represents the level of a course—first level, second level, third level, fourth level or fifth level. The five levels correspond to the five years of secondary school, so that a course with a code number beginning with 1 is a secondary school first-year course (formerly Grade 9), a course with a code number beginning with 2 is a second-year course (formerly Grade 10), a course with a code number beginning with 3 is a third-year course (formerly Grade 11), a course with a code number beginning with 4 is a fourth-year course (formerly Grade 12), and a course with a code number beginning with 5 is a Grade 13 course; examples:

English E111 is a secondary school first-level course in English.
English E211 is a secondary school second-level course in English.

The last numeral of the code distinguishes between different courses in the same subject at the same level; for example:

P300 and P301 are different courses in Physics, both at the third level.

The middle numeral is for internal office use and has no significance for students.

Requirements for Obtaining Standing in Courses

Standing in any first or second-level course—any course with a code number beginning with either 1 or 2—is gained through successful completion of all lesson assignments of the course. There are no tests in courses at these levels.

For standing in any third, fourth or fifth-level course—any course with a code number beginning with 3, 4 or 5—a student must pass a final supervised test in addition to completing the lesson assignments. The final mark in any course at these levels is based on the test mark and on the average of the marks on lessons. The test may be written at any time of the year, provided that a student has completed satisfactorily all lessons of the course.

When a student's last lessons in a third, fourth or fifth-level course have been received and graded, the final test is sent out automatically to a supervisor, appointed by the Correspondence Courses and living in the student's locality. At that time the student is notified of the mailing, is given the name, address and telephone number of the supervisor, and is asked to communicate with him to arrange a mutually convenient time and place for writing the test. A student may request permission to write final tests at the Correspondence Courses Office, 1152 Bay Street, Toronto.

A student living outside Ontario is asked to nominate a supervisor and submit his name for approval.

Certification

A certificate is issued for each course completed. It states the final mark achieved by the student and the credit value of the course.

A transcript is issued automatically to each student upon completion of a second course, and a revised transcript showing all his completions is issued each time he obtains standing in another course. The transcript states the final marks and the credit values of the courses completed.

The Secondary School Graduation Diploma and Secondary School Honour Graduation Diploma are granted to students who complete the requirements.

Credits obtained through Correspondence Courses have the same validity as credits obtained through any secondary school in the province.

Statement of Standing for Completion of a Level

A student may have an objective which requires him to present proof of standing at a particular grade or level. Although under the credit system progress is by individual course and not by grade or level, the student can qualify through Correspondence Courses for the statement of standing he needs by acquiring the necessary number of credits at the level specified. If he presents a record of courses he has completed previously, he will be advised how many further courses he needs.

Requirements for 1973 Secondary School Graduation Diploma

A student qualifies for the Secondary School Graduation Diploma by completing courses to acquire the necessary number of credits.

Each school assigns a credit value for each course it offers. Each correspondence course, with few exceptions, has a value of one credit. (The exceptions have a value of one-half credit and are indicated by a code number ending in x.)

A student is granted credits for courses completed in other schools and in previous years:

—If he has completed three years in a secondary school, he can qualify for the Diploma by acquiring six further credits.

—If he has completed two years in a secondary school, he can qualify by acquiring thirteen further credits.

Students of school age who are beginning secondary school studies will require twenty-seven credits in courses selected from four Areas of Study in order to qualify for the Secondary School Graduation Diploma. The four areas of study are defined in Circular H.S.1 1972/73, which may be obtained from the Publications Office, Ministry of Education, Mowat Block, Queen's Park, Toronto 182.

Requirements for 1973 Secondary School Honour Graduation Diploma

A student qualifies for the 1973 Secondary School Honour Graduation Diploma by acquiring six credits in fifth-level courses completed at Ontario secondary schools or through Ontario Ministry of Education Correspondence Courses. Each school assigns a credit value for each course it offers. Each of the following fifth-level correspondence courses offered for 1972-1973 has a value of one credit. A Correspondence Coursés student may enrol in any course for which he has completed the prerequisite, whether or not he has acquired the Secondary School Graduation Diploma.

Art A501
Accountancy Practice AC503
Biology BY501
Chemistry C501
Economics EN501
English E521
English E522
Français f561
French F521
French F522
Geography G503
History H501
Latin L521
Latin L522
Mathematics M521 Relations and Functions
Mathematics M522 Calculus
Mathematics M523 Algebra
Mathematics of Investment M511
Physics P501

Note i) A student may select more than one course in any one subject.

Note ii) Standing obtained in either French or Français, but not both, may be counted. This provision also applies to English and Anglais.

Note iii) A student who holds Grade 13 credits obtained prior to 1972-1973 will qualify for the 1973 Secondary School Honour Graduation Diploma if he acquires at least one Grade 13 credits during 1972-1973 and has a combined total of credits equivalent to at least six 1972-1973 credits.

Note iv) A credit obtained in a fifth-level course may be counted towards the Secondary School Honour Graduation Diploma or the Secondary School Graduation Diploma, but not both.

Post-Secondary-School Objectives

A student whose objective is to qualify for admission to a post-secondary institution should plan his program of correspondence courses as follows:

1. He should consult officials of that institution to find out what standing or Diploma he will require for admission and whether particular subjects are obligatory.

2. He should study the page in this publication on which are listed the requirements for the standing or Diploma he has been advised he must obtain, and decide in which subjects he wishes to enrol to complete the requirements.

3. When he knows what subjects his program will include and the highest level of standing he must achieve in these subjects, he can plan his studies. He should request enrolment only in the courses which lead directly to his objective and omit courses which do not. He should enrol at the highest level possible in each subject in his program. The Course Descriptions section of this booklet contains information which will assist him in selecting the appropriate level of enrolment.

Correspondence Courses personnel are available to assist students, by letter, by telephone or by personal interview, in planning programs.

As an aid for investigating requirements for certain objectives, six sources are given below.

1. Information about post-secondary school programs in Ontario and requirements for admission to these programs are provided in *Horizons,* an annual publication. A copy may be obtained from the Information Branch, Ministry of Colleges and Universities, Mowat Block, Queen's Park, Toronto 182.

2. Some universities have special provisions for the admission of mature students. Mature students who are interested in obtaining this information should direct an enquiry to the university concerned.

3. For information regarding admission to Colleges of Applied Arts and Technology, students can refer to *Horizons* or to the annual C.A.A.T. Chart available from the Information Branch of the Ministry of Colleges and Universities. More detailed information may be obtained from Registrars of individual colleges.

4. Requirements for admission in September, 1973, to a program leading to elementary school teacher certification in Ontario at a Teachers' College or in a Faculty of Education are contained in Ministry of Education Memorandum 1970-1971:45. A copy of this memorandum may be obtained from the Publications Office, Ministry of Education, Mowat Block, Queen's Park, Toronto 182.

5. Information regarding the requirements for admission either to a program leading to a Registered Nurse's Diploma or to a Registered Nursing Assistant Course may be obtained by writing to the College of Nurses, 600 Eglinton Avenue East, Toronto 315.

6. Information regarding apprenticeship programs may be obtained from the Industrial Training Branch, Ministry of Colleges and Universities, 400 University Avenue, Toronto 100.

SECONDARY SCHOOL COURSES

COURSE DESCRIPTIONS

ARTS COURSES

The following courses are offered:

Art A200	Beginning in Art
Theatre Arts TA300	The Performing Art
Art A301	Through Artists' Eyes
Art A302x	Prints Without a Press
Art A303x	Art to 1500
Art A400x	Art for Commerce and Industry
Art A401x	Composing Your Art
Art A402x	Style in Art
Art A403x	Great European Art
Grade 13 Art A501	The Artist's Study

Art A200 Beginning in Art

This practical course presents the visual and compositional elements which form the basics of art. Each of these is examined briefly by means of a written explanation followed by practical projects. This is a course for students with little or no previous practical experience in art. A basic art kit is supplied.

No prerequisite

Theatre Arts TA300 The Performing Art

This course teaches the basic movements necessary to acting, a history of drama, characterization, mood and feeling, and such production concerns as stage designs, set designs, costumes, lighting and sound effects. Its aim is to make the student more aware of himself, to make him a more sensitive viewer of drama and to encourage him to participate in dramatic productions.

No prerequisite

Art A301 Through Artists' Eyes

This is a basic course in art appreciation. Although some practical projects are included, its main purposes are to broaden the student's knowledge of the part art plays in our lives and increase his sensitivity to the world of art. Graphics, drawing and painting, history, photography, television, commercial and industrial art are just a few of the topics covered in a course that ranges from the way to look at a painting to architectural technology. There is no text, but a book of reproductions is lent to students taking this course.

No prerequisite

Art A302x Prints Without a Press

This is a beginner's course in printmaking which introduces such simple techniques as cardboard cuts and lino cuts and suggests various practical uses for the prints made.

A printmaking kit is supplied.

Prerequisite: a previous course in Art

Art A303x Art to 1500

From the earliest times man has made art objects. This ten-lesson course traces art development in Europe from ancient and mediaeval times up to the Renaissance. Companion courses covering the same period from different viewpoints are English E302x, History H301 and Classical Studies L312x. An art text is lent to students.

Prerequisite: a previous course in Art

Art A400x Art for Commerce and Industry

This practical ten-lesson course approaches art from a technical point of view and introduces the student to the aims and methods of the commercial artist. It should help him to decide whether he would like to take intensive training in art. An art kit is supplied.

Prerequisite: a previous course in Art

Art A401x Composing Your Art

This course stresses the question of composition in art, concerning itself with such problems as balance, rhythm and focal point. It is a course in drawing and painting which considers art as a means for self-expression. Its purpose is to develop the student's potential to become an original creative artist. An art kit is supplied.

Prerequisite: a previous course in Art

Art A402x Style in Art

Op, Expressionist, Hard Edge, Surrealist are some of the kinds of art the student studies in this practical ten-lesson course. An art kit and a book of reproductions are lent to the student.

Prerequisite: a previous course in Art

Art A403x Great European Art

This course is a continuation of A303x. It covers the Renaissance and Baroque periods, in which some of Europe's greatest artists lived, and gives the student a means of appreciating why the art of these periods was great. A book of reproductions is lent.

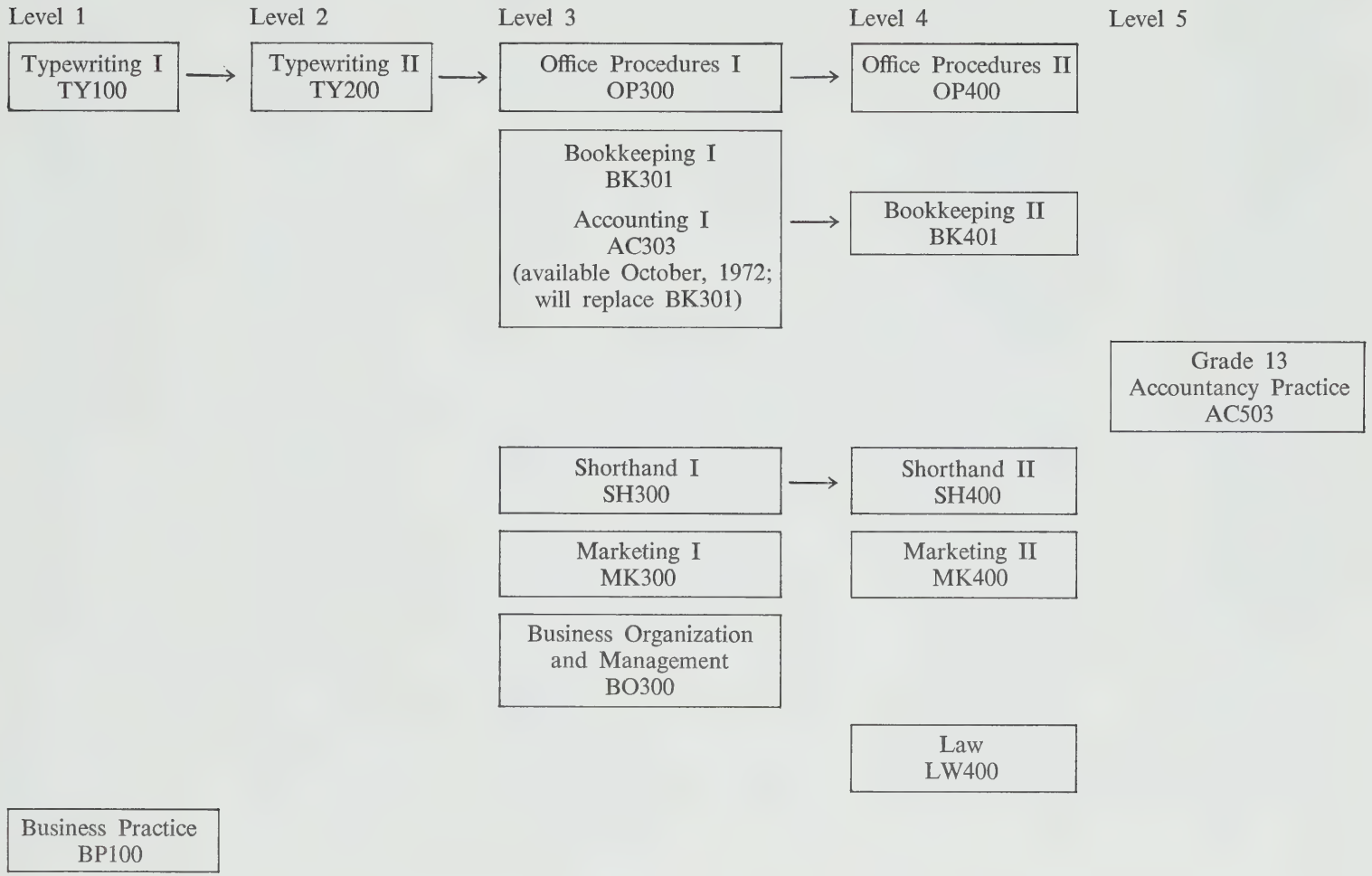
Prerequisite: a previous course in Art

Grade 13 Art A501 The Artist's Study

This fifth-level course combines history of art and practical art. The art history deals with the period from 1800 to the present. The practical projects concentrate on drawing and painting. Students in consultation with their teacher are encouraged to develop their own solutions to the problems presented.

Prerequisite: at least two third or fourth-level correspondence courses in Art, or equivalent. The text upon which the history of art section is based is *Art and Man, Book Three,* published by Holt, Rinehart and Winston, price $5.50.

The following twenty-lesson courses are offered.
When a course is preceded by an arrow ⟶, the course to the left (or an equivalent course) is the prerequisite.
When a course is not preceded by an arrow, there is no prerequisite.



Typewriting I TY100

This is an introductory course, and teaches the basic techniques for using the typewriter. (The student must supply his own typewriter.) The topics covered include the techniques of touch typing, the set up and placement of material, simple tabulation, composing at the typewriter, personal letters and basic business letters. The course provides a student with sufficient background in typing for personal use and a sound foundation for further development of the skill.

No prerequisite

Typewriting II TY200

This course is designed to develop and expand the skills taught in Typewriting I TY100. (The student must supply his own typewriter.) It reviews the basic skills, and includes advanced tabulation, business letters, business forms, and duplicating methods. There is also considerable practice in composing at the typewriter and in the use of punctuation. A student who completes this basic business typing course should be able to fill the position of junior typist in a business office.

Prerequisite: Typewriting I TY100, or equivalent

Office Procedures I OP300

This course covers basic office procedures and assists the student to improve his typing skill. (The student must supply his own typewriter.) The topics include methods of processing data, principles of filing, transportation services, postal facilities, legal forms, duplicating equipment and financial statements.

Prerequisite: Typwriting II TY200, or equivalent

Office Procedures II OP400

This course provides further development of typing skill and additional information on modern office procedures. It deals with secretarial techniques, business equipment, legal forms and documents, manuscripts, minutes and itineraries.

Prerequisite: Office Procedures I OP300, or equivalent

Bookkeeping I BK301

This is an introductory course describing the principles and practices used in setting up records, recording daily transactions, preparing financial statements and adjusting and closing the books. A student who completes it should be able to set up and operate a system for a small retail store.

No prerequisite

Accounting I AC303 (available October, 1972; will replace BK301)

This is an introductory course in accounting. Basic principles, concepts, and procedures of accounting and bookkeeping are presented. In addition to these principles, the basic use of flow charts with special application to business systems and procedures is taught.

No prerequisite

Bookkeeping II BK401

This course is designed to expand the knowledge of double-entry bookkeeping as applied to drafts, bank reconciliation, adjustments, classification and analysis of financial statements, partnerships, payroll records, voucher system and non-trading organizations. A student who completes it should be able to maintain a set of books for a small business or fill a junior bookkeeper's position.

Prerequisite: Bookkeeping BK301, or equivalent

Grade 13 Accountancy Practice AC503

This course teaches Canadian accounting practices. It begins with a study of some of the fundamental bookkeeping principles and develops into a detailed study of accounting procedures for a proprietorship, for a partnership, and for a limited company. Specialized procedures, such as the handling of manufacturing or departmental accounts, are studied. Considerable emphasis is placed on the theory behind accounting systems and on the accountant's use of the data supplied by each system. The course does not prepare a person to be a professional accountant; for that objective, study with a professional accounting society is required.

No prerequisite

The text is *Canadian Accounting Practice* — Second Edition (Leonard and Beard); published by McGraw-Hill Ryerson; price $7.95.

Shorthand I SH300

This introductory course in Pitman Shorthand covers the work in *The New Basic Course in Pitman Shorthand,* with additional transcription material supplied in the lessons. Controlled dictation is provided by means of records. The student must be able to obtain a record player capable of playing the 45 r.p.m. records which are supplied. As stenographic work requires a good background in English and typing, a student should have completed several courses in the former, and at least an introductory typing course before requesting enrolment. Completion of this course provides a sound foundation for Shorthand II SH400.

Shorthand II SH400

This advanced course in Shorthand is primarily a dictation and transcription course, designed to increase a student's speed in taking dictation and in producing an accurate and attractive transcript at the typewriter. The text is Pitman's *Shorthand Dictation and Transcription,* with increased emphasis on phrasing and expanded vocabulary. Controlled dictation is provided by means of records, and the student must be able to obtain a record player capable of playing both 45 and 33 1/3 r.p.m. A student who has completed this course should be qualified for a position as a junior stenographer in a business office.

Prerequisite: Shorthand I SH300 and Typewriting II TY200, or equivalent

Marketing I MK300

This introductory course in marketing, which is written with the consumer's point of view in mind, gives the student an understanding of the various aspects of marketing, with emphasis on retail merchandising. It begins with an examination of retailing in general and then looks at the different types of stores in operation, such as the department

store and discount store. The mechanics and complexities of establishing and operating a retail store are outlined under such topics as: types of store ownership, selection of location, selection of store equipment, merchandise purchasing and pricing policies. The course concludes with a brief study of salesmanship. When the student has completed the course he should have a better understanding of retailing and be a more careful shopper.

No prerequisite

Marketing II MK400

This course is designed to give the student an understanding of sales promotion and advertising. It relates marketing to the total economy. It covers such topics as: market research, consumer demands, advertising, media, trademarks, packaging and sales promotion. When the student has completed the course, he should be better able to recognize excellence in marketing.

No prerequisite

Business Organization and Management BO300

This introductory course is a study of the world of business. It examines the way in which businesses are owned, organized and managed. The different forms of business ownership are studied, with emphasis on the corporate form and an examination of the problems of large corporations. The effects on business of the activities of the three levels of government are examined. The second half of the course involves a specific study of business operations—how a business is organized in preparation for production, and the complexities of the actual production process. Departments that exist in a large business, such as the finance department and the personnel department, are discussed. (The course is not intended to qualify the student as a business administrator or manager; it is designed to develop an understanding of the complexities of the business world.)

No prerequisite

Law LW400

This course is an introduction to Canadian law as it applies to ordinary business and private affairs. The student gains some knowledge of his legal rights and obligations, and learns to recognize situations in which he should obtain professional legal advice. The course does not prepare him to handle legal affairs. It begins with a brief consideration of the origins of law, classes of law, and the administration of law, and develops as a concentrated study of personal law, with emphasis on the laws of contracts, negotiable instruments, employment, and sales.

No prerequisite

Business Practice BP100

The object of this course is to give the student some basic knowledge of modern business practices and papers so that he may carry out common business transactions. It is an elementary course dealing with business procedures as they apply to a student's personal, social, and business life.

No prerequisite

CLASSICAL STUDIES COURSE

The following ten-lesson course is offered:

CLASSICAL STUDIES L312x

This is one of the correspondence courses concerning our cultural heritage that have as their subject the study of the past. In L312x the student is encouraged to explore with the archaeologist some of the ancient sites of Greece, Crete and Egypt. Part of the course provides an introduction to the origin of language, and the last third to Latin for beginners and to Latin in English usage. The course offers an opportunity for imaginative and creative work. It is appropriate for language and for non-language students. Students who are interested in antiquity might also enjoy one or more of the following courses: Art A303x, Art A403x, English E302x and History H301.

No prerequisite

DRAFTING COURSES

The following ten-lesson courses are offered:

Drafting D100x Basic Drafting I
Drafting D200x Basic Drafting II (available January, 1973)
Drafting D300x Standard Drafting Practice
Drafting D302x Introduction to Mechanical Drafting
Drafting D304x Introduction to Architectural Drafting

A student without previous knowledge of drafting will begin study of the subject by completing the first-level course Drafting D100x, followed by the second-level course Drafting D200x. In these two courses he will learn basic techniques and prepare for the study of drafting specialities in third and four-level courses.

For mature students who have acquired some previous knowledge of drafting, either in industry or at school, the third-level course Drafting D300x will provide a review of basic techniques in preparation for further third-level courses and for fourth-level courses.

A kit of drafting instruments is lent with these courses.

Drafting D100x Basic Drafting I

This course for a student without previous knowledge of technical drawing deals with fundamental drafting procedures, the use of simple drafting equipment, and special drawing techniques. Some of the topics are: simple and multi-view drawings, theory of shape description, orthographic projection dimensioning, blueprint reading, isometric drawings, sections, pictorial views and freehand sketching.

No prerequisite

Drafting D200x Basic Drafting II (available January, 1973)

This course continues the study of fundamentals begun in Drafting D100x. The student is introduced to the various drafting specialities which he may elect to study in third and fourth-level courses.

Prerequisite: Drafting D100x, or equivalent

Drafting D300x Standard Drafting Practice

This course is offered for students who have knowledge of basic drafting techniques acquired either through industrial experience or at school, and who wish review before proceeding to courses specializing in mechanical drafting, architectural drafting or electrical drafting. It is recommended that an applicant have at least two years of secondary school Mathematics. Through a series of practical projects and problems presented in this course both the student's drafting skills and his problem-solving abilities are developed. Some of the topics covered are: drafting as a graphic language, orthographic projection, lettering and dimensioning, section drawings, conventional representation, auxiliary views, pictorial drawings and assembly drawings.

Prerequisite: drafting experience

Drafting D302x Introduction to Mechanical Drafting

This course is for students who wish to study the principles and techniques employed in the drawing of machines and their component parts. Some of the topics covered are: detail and assembly drawings, surface finish, casting design, geometric construction, cams and linkages, pictorial drawings and the drawing of fabricated parts.

Prerequisite: Drafting D200x or Drafting D300x, or equivalent of either

Drafting D304x Introduction to Architectural Drafting

This course is for students who wish to study the principles and techniques employed in architectural drafting and design. Some of the topics covered are: principles of design, plan selection, presentation drawings, layout and working drawings, elementary study of building materials and methods.

Prerequisite: Drafting D200x or Drafting D300x, or equivalent of either

ENGLISH COURSES

The following twenty-lesson courses are offered:

English E160
English E111
English E211
English E311
English E411
English E421 (available January, 1973; will replace E411)
Grade 13 English E521
Grade 13 English E522

The following ten-lesson third and fourth-level courses are offered:

English E302x Readings in Archaeology
English E304x Readings in Ecology
English E306x Readings in Science Fiction
English E402x Readings in Wilderness
English E404x Readings in Flight
English E406x Perspectives of Prose
English E408x Creative Writing (available March, 1973)

A mature student who has been active in the business world or has read widely should be capable of working successfully at the third level in English. Even if he has done no formal work in first or second-level English in secondary school, he may request enrolment in the course in English E311 or in any of the ten-lesson courses.

English E160

This is a basic course in English grammar and composition. It makes use of a variety of textbooks, including a speller, selected novels and language workbooks. Vocabulary study through the use of a dictionary is emphasized.

No prerequisite

English E111

Exciting stories in *Great Tales of Action and Adventure* and *The Cruel Sea,* a look into the future in *Fahrenheit 451* and a variety of stimulating plays and poetry are included in the literature section of this first-level course in English. Thought-provoking questions and creative writing assignments are designed to improve the student's ability to communicate in a clear and coherent way.

English E211

Appeal to a wide variety of interests has been a guiding principle in the choice of literature selections for this twenty-lesson, second-level course. One novel, *Pied Piper,* is set in the France of 1940 and the other, *The Chrysalids,* is a projection into the future—the possible outcome of a nuclear catastrophe. Short stories of suspense, mystery and humour, an interesting selection of poetry from past to present, and plays set in Ancient Greece, France and the United States have been included to stimulate the imagination. The language section of the course teaches the fundamentals of good writing in a simple, straightforward way.

TAKE A COURSE THAT IS ONE IN A HUNDRED . . .

Listed on the following pages are the more than 100 courses you may take by correspondence. If you are already enrolled in correspondence courses and feel you have more time to devote to your studies, check off the course or courses of your choice and send this list in with your next lesson.

Each course, with few exceptions, has twenty lessons and a value of one credit. The courses with a code ending in x are 10 lessons in length and worth half a credit. Elementary School courses are offered for children under 16 and for adults who have not had the opportunity to take advantage of an elementary education.

If you are not presently enrolled, now is the time to start. Put your choice in an envelope and send it to us.

. . . TAKE A CORRESPONDENCE COURSE



CORRESPONDENCE COURSES AVAILABLE 1972 - 1973

ART

Art A200	Beginning in Art
Theatre Arts TA300	The Performing Art
Art A301	Through Artists' Eyes
Art A302x	Prints Without a Press
Art A303x	Art to 1500
Art A400x	Art for Commerce and Industry
Art A401x	Composing Your Art
Art A402x	Style in Art
Art A403x	Great European Art
Grade 13 Art A501	The Artist's Study

BUSINESS AND COMMERCE SUBJECTS

Typewriting I TY100
Typewriting II TY200
Office Procedures I OP300
Office Procedures II OP400
Bookkeeping I BK301
Accounting I AC303 (available October, 1972; will replace BK301)
Bookkeeping II BK401
Grade 13 Accountancy Practice AC503
Shorthand I SH300
Shorthand II SH400
Marketing I MK300
Marketing II MK400
Business Organization & Management BO300
Law LW400
Business Practice BP100

CLASSICAL STUDIES

GEOGRAPHY

Geography G101
Geography G201
Geography G300
Geography G311x Fundamentals of Physical Geography
Geography G400
Geography G401
Grade 13 Geography G503

HISTORY

History H200
History H201
History H203x (available January, 1973)
History H205x (available January, 1973)
World Politics WP300
History H301
Economics EN400
History H401
Grade 13 History H501
Grade 13 Economics EN501

LATIN AND CLASSICAL STUDIES

Latin L201
Latin L301
Classical Studies L312x
Latin L401
Grade 13 Latin L521
Grade 13 Latin L522

MATHEMATICS

Drafting D302x Introduction to Mechanical Drafting
Drafting D304x Introduction to Architectural Drafting

English E160 Basic English
English E111
English E211
English E311
English E411
English E421 (available January, 1973; will replace E411)
Grade 13 English E521
Grade 13 English E522
English E302x Readings in Archaeology
English E304x Readings in Ecology
English E306x Readings in Science Fiction
English E402x Readings in Wilderness
English E404x Readings in Flight
English E406x Perspectives of Prose
English E408x Creative Writing (available March, 1973)

FRANCAIS (for French-speaking students)

Français f151
Français f251
Français f351
Français f451
Treizième année de français f561

FRENCH (for English-speaking students)

French F111x A review of elementary grammar and basic vocabulary
French F101
French F201
French F301
French F401
Grade 13 French F521
Grade 13 French F522

Grade 13 Mathematics M511 Mathematics of Investment
Grade 13 Mathematics M521 Relations and Functions
Grade 13 Mathematics M522 Calculus
Grade 13 Mathematics M523 Algebra

Series B

Mathematics M100
Mathematics M200
Mathematics M300
Mathematics M400
Grade 13 Mathematics M511 Mathematics of Investment
Grade 13 Mathematics M522 Calculus

Series C

Mathematics M160
Mathematics M250
Mathematics M350
Mathematics M450

SCIENCE

Science SC101
Science SC201
Science SC203
Geology GL300
Physics P300
Physics P301
Grade 13 Physics P501t
Chemistry C400
Chemistry C401
Grade 13 Chemistry C501
Biology BY400
Grade 13 Biology BY501

THEATRE ARTS

Theatre Arts TA300

CORRESPONDENCE COURSES
MINISTRY OF EDUCATION
1152 BAY STREET
TORONTO 181 ONTARIO

English E311

This third-level course offers a varied and interesting program. The student should enjoy exploring the world of mass media with special reference to print, film and television. The contemporary novel, *To Kill a Mockingbird,* provides lively discussion. A modern look at the play *Romeo and Juliet* links it with its recent stage and film adaptations. Examples of effective correspondence and experience gained in social and business letter-writing should prove invaluable. Here is an opportunity to develop ability in creative writing.

English E411

This fourth-level course surveys basic literary forms and provides practice in creative writing. The examples of literature studied include short stories, essays, short novels of the early twentieth century, selections of poetry of various periods, and Shakespeare's *Macbeth.*

English E421 (available January, 1973)

This new fourth-level course replacing E411 will survey basic literary forms such as the short story, essay, one-act play, longer play and novel and will include a study of several poems. It will supply practice in creative writing. The course will encourage development in accordance with individual interests by making available to students choices from the selections for study.

Grade 13 English E521

A revised and up-dated course with a lighter look . . . For any student at this level, here is an interesting and valuable course. The study of fine literature gives each student an opportunity to evaluate, to compare, to express his own ideas and to develop his writing skills. For additional enjoyment in reading, copies of contemporary novels are available for borrowing. Required texts are:

An Anthology of Verse (Charlesworth and Lee); published by Oxford; price $2.75
Techniques of Good Writing (Ford); published by Book Society of Canada; price $3.95
Hamlet—Falcon Edition (Shakespeare); published by Longman Canada; price $1.65
A Farewell to Arms (Hemingway); published by School Book Fairs; price $2.95
Madwoman of Chaillot (Giraudoux); published by McGraw-Hill Ryerson; price $1.60

Grade 13 English E522 Canadian Studies (available November, 1972)

What is a Canadian? What do we think of our country? What is it like to be born in this land or to come to it as a new Canadian? How have our best writers answered these questions? More and more Canadians are turning to their literary heritage in search of their own identity. Students will find that this course provides vivid insights as well as absorbing readings. Basic texts for the course are:

Canadian Literature (Mickleburgh); published by McClelland and Stewart; price $3.95
Poets of Contemporary Canada (Mandel); published by McClelland and Stewart; price $2.95

English E302x Readings in Archaeology

This ten-lesson course consists of readings, in prose and poetry, on the theme of archaeology. It is recommended for mature students who have a particular interest in past civilizations and archaeological discoveries. Three main civilizations are examined: the Minoan Crete, the Mayan and the Viking. Writing skills are developed.

English E304x Readings in Ecology

The vital importance of man's need to live in harmony with his environment is the theme of this ten-lesson course of readings on overpopulation, pollution and the wastage of our natural resources. In the expression of his opinions the student gains skill in written English.

English E306x Readings in Science Fiction

This ten-lesson course presents a lively survey of science fiction from Jules Verne to Arthur C. Clarke, concentrating on such modern works as Clarke's *2001: A Space Odyssey* and Ray Bradbury's *Fahrenheit 451*. These works, which are a unique blend of thought-provoking themes and projections into the future, provide the basis for a study of literary forms and the exercise of good writing skills.

English E402x Readings in Wilderness

Is our wilderness truly a dwindling heritage? If so, why is it being diminished, and by whom? Should we try to save some of it? How? The answers to these vital questions which have been suggested by men and women of various times and places are presented in this ten-lesson course of prose and poetry readings. Students are encouraged in self-expression.

English E404x Readings in Flight

From Leonardo Da Vinci's *Flying Machine* (1452) to the Moon-walk, this ten-lesson course chronicles man's adventures in flight. First-person accounts by early fliers and illustrations of aircraft supplement the exciting novels in the course. The readings serve as a stimulus to the development of writing skills.

English E406x Perspectives of Prose

Have you ever been stirred by reading a dynamic article and wondered how its effect was achieved? This ten-lesson course examines perspectives of important people on various aspects of our contemporary world, what they say and how they say it, in radio talks, newspaper columns, essays, or literary studies. It also gives the student perspective as he considers the skills of the writer's art and learns to read with understanding and relish. It makes serious demands on the student's comprehension and writing skills and develops an awareness of creative give-and-take between writer and reader.

English E408x Creative Writing (available March, 1973)

Do you like to read? Are you interested in examining writing techniques and improving your style? This course uses models extensively and sets the student a variety of writing assignments.

COURS DE FRANÇAIS

Les cours énumérés ci-dessous, comprenant vingt leçons chacun, sont offerts aux étudiants francophones aux cinq différents niveaux du cours secondaire. Le premier chiffre du code numérique indique le niveau auquel ce cours appartient.

Français f151
Français f251
Français f351
Français f451
Français f561 (Treizième année)

Un élève désirant s'inscrire à un de ces cours doit avoir complété avec succès le cours du niveau précédent.

Français f151

Ce cours s'adresse aux élèves qui ont complété le programme de la huitième année du cours élémentaire en langue française, ou l'équivalent. Chacune des vingt leçons de ce cours se développe autour d'un thème, la composition et la grammaire s'y rapportant directement. La partie littérature permettra aux élèves de faire connaissance avec les grands auteurs des littératures française et canadienne-française. Le programme offre l'étude des ouvrages suivants: *Lettres de mon moulin* (Daudet), *Le Lion* (Kessel), *Le Voyage de M. Perrichon* (Labiche). Ce cours donne aux élèves la préparation nécessaire au cours de français f251. Les élèves de langue anglaise qui lisent, écrivent et parlent couramment le français au niveau de la huitième année peuvent s'inscrirent à ce cours s'ils le désirent.

Français f251

Ce cours s'adresse aux élèves qui ont complété le cours de français f151 ou l'équivalent. Outre l'étude de nombreux morceaux choisis de prose et de poésie des littératures française et canadienne-française, le programme offre l'étude des ouvrages suivants: *Maria Chapdelaine* (Hémon), *Contes du Lundi* (Daudet), *Il ne faut jurer de rien* (Musset). Ce cours donne aux élèves la préparation nécessaire au cours de français f351.

Français f351

Ce cours s'adresse aux élèves qui ont complété le cours de français f251 ou l'équivalent. Outre l'étude de nombreux morceaux choisis de prose et de poésie des littératures française et canadienne-française le programme offre l'étude des ouvrages suivants: *L'Avare de Molière. Le Grand Meaulnes* de Fournier et *Zone* de Dubé. Ce cours donne aux élèves la préparation nécessaire au cours de français f451.

Français f451

Ce cours s'adresse aux élèves qui ont complété le cours de français f351 ou l'équivalent. Chacune des vingt leçons de ce cours comprend deux parties: A—Etude de textes, B—Etude de la langue et de ses éléments. Outre l'étude de nombreux morceaux choisis de prose et de poésie des littératures française et canadienne-française, le programme offre l'étude des ouvrages suivants: *Le Cid* de Corneille, *Cyrano de Bergerac* de Rostand et *Vol de nuit* de Saint-Exupéry. Ce cours donne aux élèves la préparation nécessaire au cours de français f561.

FRANÇAIS f561 (Treizième année)

Ce cours s'adresse aux élèves qui ont complété le cours de français f451 ou l'équivalent. Le programme offre l'étude d'ouvrages classiques et modernes comprenant des pièces de théâtre (*Andromaque* de Racine, *Topaze* de Pagnol), des romans (*Les Saints vont en enfer* de Cesbron, *Rue Deschambault* de Gabrielle Roy), et des morceaux choisis de prose et de poésie. La partie étude de la langue offre l'étude de la syntaxe et quelques notions de phonétique. L'élève acquerra la maîtrise de la langue parlée et écrite comme instrument de communication, avantage appréciable tant au point de vue professionnel que culturel. Les manuels à l'étude sont les suivants:

Andromaque (Racine) — Les Petits Classiques Bordas; $ .70.
Topaze (Pagnol) — Livre de Poche #294; $1.40.
Les Saints vont en enfer (Cesbron) — Livre de Poche #2301-02; $1.40.
Rue Deschambault (Gabrielle Roy) — Edition ordinaire; $3.25.
Le Plan (L. Geslin et J.M. Laurence) — Livre de l'élève; $3.25.
Initiation à la phonétique (R. Bergeron); $1.80.
Précis de grammaire française (Grévisse); $2.75.

Vous trouverez, sans doute, les manuels ci-dessus mentionnés dans une librairie de votre localité. Cependant, au cas où vous auriez de la difficulté à vous les procurer, ils peuvent s'obtenir à l'adresse suivante: Le coin du livre, 263 rue Dalhousie, Ottawa K1N 7E3, Ontario. Ayez soin de vous procurer les éditions indiquées ci-dessus afin de pouvoir vous reporter aux références mentionnées dans le cours.

FRENCH COURSES

The following twenty-lesson courses for English-speaking students are offered:

French F111x
French F101
French F201
French F301
French F401
Grade 13 French F521
Grade 13 French F522

A student should request enrolment at the level following his last successful work in the subject.

French F111x

Many adults wishing to take up work in French have completed at least two years of formal study of French in secondary school or have studied in another system. Such a student often has forgotten vocabulary and elementary grammar but could recall the essentials with a short review. Instead of working through the forty lessons of F101 and F201, he may take this ten-lesson refresher course based on the textbook *Premières Années de Français.* This course enables the student to proceed to French F301, or to French F401 if he already has the equivalent of F301.

French F101

This course is for those without previous knowledge of French. A student will select it if he wishes to establish the basis for further study of French. The textbook used is *Premières Années de Français.* Records for aural-oral help are supplied.

French F201

This course continues the study begun in French F101 and completes the textbook *Premières Années de Français.* Simple authors texts are included in the course. Practice in oral work is continued.

Prerequisite: French F101, or equivalent

French F301

This course covers Lessons 1 to 12 in the textbook *Cours Moyen Part I.* An authors text is assigned for intensive reading and two easy texts for reading for comprehension. Practice in conversational exercises is directed by records lent to the student.

Prerequisite: French F201, or equivalent

French F401

Lessons 13 to 26, *Cours Moyen Part I,* are covered in this course. One text is assigned for intensive reading and one for extensive reading for comprehension. Additional reading is recommended. Aural-oral practice is required through the use of a series of records supplied with the lessons.

Prerequisite: French F301, or equivalent

Grade 13 French F521

This is a one-credit course in advanced French. It combines authors (short stories and a modern play) and composition (explanation, study and drill) in alternating lessons. It includes sight reading and provides aural-oral work with records.

Prerequisite: French F401, or equivalent

The texts are: *Cours Moyen, Part I* (Jeanneret, Hislop and Lake); published by Clarke, Irwin; price $3.75.
Cours Moyen, Part II (Jeanneret, Hislop and Lake); published by Clarke, Irwin; price $3.95.
Contes Choisis de Guy de Maupassant—C. I. Edition; published by Clarke, Irwin; price $1.80.
Hier, les enfants dansaient (Gratien Gélinas); collection Théâtre Canadien; distributed by Hachette Librairies; price $2.50.

Grade 13 French F522

This is a one-credit enrichment course which should appeal especially to students who intend to continue their study of French beyond secondary school. It presupposes mastery of secondary school French grammar and composition. It guides in the appreciation and critical study of French literature and stresses the development of good style in writing French. It includes aural-oral work in dictation and comprehension. Students may study French F521 and French F522 concurrently.

Prerequisite: French F401, or equivalent

The texts are: *Rue Deschambault* (Roy); University of Toronto Bookstore; price $2.95.
Le Bourgeois Gentilhomme (Molière); published by Copp Clark; price $1.95.
Tartuffe (Molière) — édition Bordas; University of Toronto Bookstore; price $ .70.
French for Oral and Written Review (Carlut-Meiden); published by Holt, Rinehart and Winston; price—hard cover $7.65, paper $5.45.

GEOGRAPHY COURSES

The following twenty-lesson courses are offered:

Geography G101
Geography G201
Geography G300
Geography G301
Geography G400
Geography G401
Grade 13 Geography G503

The following ten-lesson third-level course is offered:
Geography G311x Fundamentals of Physical Geography

This course is specifically designed for the mature student who wishes to enrol in Geography G503, but lacks the necessary background.
A mature student may request enrolment in any of the third or fourth-level courses—even if he has done no work in first or second-level Geography.

Geography G101

This course is focused on Australia and New Zealand, Antarctica, Africa, and the British Isles. Land forms, agriculture, vegetation, climate, manufacturing, and indigenous populations are all examined. The course provides a survey of contrasting modes of living. The texts are *The Canadian Oxford School Atlas* and *Lands Overseas.*

No prerequisite

Geography G201

Examined in this course are the two continents of Europe and Asia. The course combines these two continents into one large area, Eurasia, principally because the most important nation under study, the Union of the Soviet Socialist Republics, stretches across both continents. The populations and topographies of individual European and Asiatic countries are examined separately and in detail. The course seeks to foster a sympathetic understanding of problems which may often seem remote to Canadians. The texts are *Through Europe and Asia* and *A Canadian Oxford Atlas.*

No prerequisite

Geography G300

This course is subtitled "North American Regional Studies". The major emphasis is an examination of the various geographic regions of Canada and their economic interdependence. However, the influence of geographic factors on the economic relationship of Canada and the United States forms an important part of the material of the course. In addition, regional and local topics such as land-use methods, forestry procedures, tourism, arctic living and resources are studied. The texts are *The Canadian Oxford School Atlas* and *Lands of Change.*

No prerequisite

Geography G301

This course separates the study of geography into two sections: Physical Geography and Human Geography. Map reading, the examination of aerial photographs, the nature of various terrains to be found on the earth, weather and climate are all parts of Physical

Geography. This section of the course contains much information of a technical nature. Human Geography examines the way in which Man adjusts to the conditions of his environment and uses available resources. Problems of rural and urban development are examined in this section of the course. The texts are *The Canadian Oxford School Atlas, Geography Fundamentals* and *Land, Climate and Man.*

No prerequisite

Geography G311x Fundamentals of Physical Geography

This course is designed to provide, in ten lessons, geographic skills and knowledge which are necessary for more advanced geography courses, including G503. Special attention is given to the reading and interpreting of topographic maps and air photographs. Terms used in geographic analysis are discussed and explained. Other topics included are: earth structure, rock structure, continental drift, land forms created by ice, land forms created by running water and by wind, elements of climate, climatic classification, natural vegetation and soils. The texts are *Physical Geography* and *Every Square Inch.*

No prerequisite

Geography G400

The prime concern of this course, subtitled "Environmental Studies", is the importance of the conservation of the world's natural resources. Soils, forests, lakes and rivers, minerals, and wildlife are all considered as vital resources for the continuation of all life. The methods by which man may use wisely and renew the resources of his environment are closely examined. The texts are *The Canadian Oxford School Atlas* and *Landscapes of the World.*

No prerequisite

Geography G401

This fourth-level course requires knowledge of the fundamentals of both Physical and Human Geography. It examines such problems as political boundaries, overpopulation, and the relationship between a metropolis and its rural surroundings. Selected areas in the United States, Europe and Asia are examined. The texts are *The Canadian Oxford School Atlas* and *Selected Studies in Regional Geography.*

Grade 13 Geography G503

Canada's geography is a dynamic one. In less than a generation Canada has been transformed from a country of farmers, miners, fishermen and woodsmen to one where urbanization and industrialization occupy key positions in our present economy and in our future prosperity. Yet Canada is a diverse nation with many different regions, each with its own distinctive characteristics and problems. It is the intention of this course to involve the student in a deeper understanding of Canada and its operation as a collection of regions which together make up this country. Resources for study include a recent text, two books of readings and numerous up-to-date references together with air photographs and topographic maps.

Prerequisite: Geography G301, or Geography G311x, or equivalent

The texts are: *Canada: A Regional Analysis* (Putnam and Putnam); published by J.M. Dent and Sons; price $7.50.
Readings in Canadian Geography (Irving); published by Holt, Rinehart and Winston; price $5.50.
Canada's Changing Geography (Gentilcore); published by Prentice Hall; price $3.75.

HISTORY COURSES

The following courses are offered:

History H200
History H201
History H203x (available January, 1973)
History H205x (available January, 1973)
World Politics WP300
History H301
Economics EN400
History H401
Grade 13 History H501
Grade 13 Economics EN501

A mature student may request enrolment in any of the third or fourth-level courses—History H301, History H401, World Politics WP300, Economics EN400—even if he has done no work in first or second-level History.

History H200

Two centuries of Britain's history, from 1760 to the present, are surveyed in this twenty-lesson course: the rise and fall of Britain's empire, the Industrial Revolution and its far-reaching effects, the struggle for political and social rights, the role of Britons in two world wars, the rise of the Commonwealth and Britain's technological development. The texts are *The British People 1760-1902* and *Britain in the Modern World*: *The Twentieth Century.*

History H201

A survey of many of the dramatic events and personalities in Canadian and American history from the turn of the century until recent times is made in this course. Included is the story of Canada's economic development in the early 1900's, Canada in World War I, the "Roaring Twenties", the Depression of the Thirties, Canada in World War II and post-war North America. Some aspects of the operation of Canadian government are examined. *Decisive Decades* and *Canadian Democracy at Work* are the texts.

History H203x (available January, 1973)

What do you think are the key issues in Canada today? Foreign ownership? National unity? Unemployment? Immigration? - ? - ? - ? There are many issues that could be listed. In this ten-lesson course the student is introduced to a few selected issues and a method of analyzing them. From this brief exercise, he should be able to examine other contemporary issues independently and be better informed. Documentary readings and pamphlets provide the informational base for analysis. A major emphasis in this course is a study of English-French relations in Canada.

History H205x (available January, 1973)

There is an old saying that "in life two things are for certain: death and taxes". To this statement we could add a third certainty in our lives: government. Government influences all of us. But how much do you know about how Canada is governed? This ten-lesson course examines the fundamentals of our Federal system and provides a valuable base of information for understanding Canada's government. *Canadian Democracy at Work* is the basic textbook. Photographs and additional information are provided in each lesson to supplement the prescribed text.

World Politics WP300

This course discusses the organization of government; aspects of naziism, communism and democracy; the role of the individual in government; the "third world"; the origins and impact of war; the meaning and growth of nationalism and internationalism; and future prospects. Readings and illustrations are included in the lessons. The text is *Inside World Politics.*

History H301

Unit I examines the ancient history of Greece and Rome. Unit II introduces the student to some of the mainstreams of mediaeval history—feudalism, the influence of Roman Catholicism, the conduct of business, the Renaissance, the growth of Protestantism and the beginnings of the modern nation state. Pamphlets, documents and illustrations supplement the text, *The Enduring Past.*

Economics EN400

Should the Canadian economy be merged with that of the United States, or made more independent? What causes inflation and unemployment? Can the cycle of ups and downs in the economy be modified? Would Canada's economic position improve with a larger population? Does Canada need a more generous system of social security, or is the present system too generous? Through an examination of these and other important questions raised in this course the student gains knowledge of the principles of modern economics. The texts are *Economics: A Search for Patterns* and *Contemporary Canada: Readings in Economics.*

History H401

This course considers the significance of the part played by individuals, ideas, events and institutions in the history of the world from the 17th century to the present day. Personalities such as Voltaire, Napoleon, Bismarck, Churchill and Mao Tse-Tung, ideas such as socialism, marxism, naziism and democracy, events such as the French and Russian Revolutions, wars, both "hot and cold", and institutions such as the United Nations form the core of the study. Asian issues and the problems of the "third world" are also discussed. Pamphlets and documentary readings supplement the text *Modern Perspectives.*

Grade 13 History H501

Many of the main issues of American and Canadian history from the time of the organization of government to the present day in each country are examined in this course. Picture and reading inserts complement the text of the lessons.

Prerequisite: History H301, or World Politics WP300, or History H401, or Economics EN400, or equivalent

The texts are: *The North American Nations* (McInnis); published by J. M. Dent and Sons; price $4.15.
Canada and the United States (Cook and McNaught); published by Clarke, Irwin; price $4.75.
Two Democracies (Farr, Moir and Mealing); published by McGraw-Hill Ryerson; price $4.50.

Grade 13 Economics EN501

This is a course in Economic Reasoning which offers not solutions but tools and methods for the analysis of economic problems. The course concentrates on problems of economic policy that affect economic growth, stability and security. It will avoid as much as possible pure economic theory and examine the *reality* of what is happening today—to see economics as one aspect of our present social structure and to realize the inter-relation of economic problems, social issues and political decisions. Students are encouraged to defend *reasoned* positions on current controversial public policy issues.

No prerequisite

The texts are: *The World of Economics* (Macdonald, Silk and Saunders); published by McGraw-Hill Ryerson; price $6.75.
Canadian Economic Issues: *Introductory Readings* (Edited by I. - D. Pal); published by Macmillan of Canada; price $5.95 (paperback).

LATIN COURSES AND CLASSICAL STUDIES

The following courses are offered:

Latin L201
Latin L301
Latin L401
Grade 13 Latin L521
Grade 13 Latin L522

Classical Studies L312x

Each of the courses in Latin has twenty lessons. A student should request enrolment at the level following his last successful work in the subject.

No knowledge of Latin is necessary for enrolment in the ten-lesson, third-level course in Classical Studies.

Latin L201

No previous knowledge of Latin is required for enrolment in this course, which teaches the student to read simple passages in the original language and gives considerable practice in the recognition of word-roots. Word-study improves the student's facility with the English language. The course is based on *Latin for Canadian Schools—A New Approach,* and also on a resource text describing life in Ancient Rome. A recording to demonstrate pronunciation and the oral reading of sight passages is available.

Latin L301

This course offers an opportunity to become familiar with many Latin forms that give the root meanings of 60% of the words in the English language. With the background of L201, or its equivalent, the student is ready to read more challenging passages in the original language. Besides the textbook, *Latin for Canadian Schools—A New Approach,* there is a resource text, *S.P.Q.R.,* and a pocket-size reader. A recording to demonstrate pronunciation and the oral reading of sight passages is available.

Prerequisite: Latin L201, or equivalent

Classical Studies L312x

This is one of the correspondence courses concerning our cultural heritage which have as their subject the study of the past. The student is encouraged to explore with the archaeologist some of the ancient sites of Greece, Crete and Egypt. The course provides an introduction to the origin of language, to Latin for beginners and to Latin in English usage. It offers an opportunity for imaginative and creative work. It is appropriate for both language and non-language students. Students who are interested in antiquity might also enjoy one or more of the following courses: Art A303x, Art A403x, English E302x or History H301.

No prerequisite

Latin L401

This fourth-level course is an opportunity for the student to advance his knowledge of language structure and to read more widely in the language. Short reading selections introduce him to the masters of Latin prose and poetry. The emphasis of this course is placed on reading Latin literature for comprehension and for a better understanding of the daily life and social customs of the ancient Romans. The resource booklet supplied with the course is intended to stimulate interest in the extensive archaeological research now being carried on throughout many parts of the Mediterranean world.
Prerequisite: Latin L301, or equivalent

Grade 13 Latin L521

This twenty-lesson course is a survey of Classical literature for anyone who has a basic knowledge of Latin, and is not intended to be an in-depth academic approach. From selections from Classical authors such as Cicero, Caesar, Vergil, Catullus and Horace, read in the original as well as in translation, much will be learned of the Roman way of life. Thought-provoking passages from the Old and the New Testaments and from several mediaeval Latin poems, primarily the Carmina Burana collection, are included. Emphasis is on reading for comprehension, content, style, and an appreciation of the culture and life styles of the times. Grammar study is tied in with the literature as much as possible.
Prerequisite: Latin L401, or equivalent
The texts are: *A New Latin Reader* (M.P.O. Morford); published by Longman Canada; price $3.05.
Cicero on Himself (N. Fullwood); published by Clarke, Irwin; price $1.60.
Latin Poetry Selections (Breslove et al); published by Thomas Nelson; price $3.50.
Our Latin Legacy Bk. 2 Pt. 2 (Taylor, Prentice); published by Clarke, Irwin; price $3.75.

Grade 13 Latin L522

This new twenty-lesson course is particularly suitable for any student preparing for a university course in languages. It offers an opportunity to explore in depth the writings of some of the greatest authors of all time. Themes such as love, friendship, philosophy and patriotism enliven the presentation of the poems of Catullus and Horace. The Dido-Aeneas story is the theme chosen from Vergil's immortal epic, the *Aeneid.* Through the study of Cicero's Verrine orations the student will enjoy this master of Latin prose. Certain selections from these authors are given in translation to supplement reading in the original language, and through the consideration of these, the student will become more aware of the Roman writers' art. Language structure, or basic grammar, is taught and practised through the lessons of this course, but only as it is useful to the student for the understanding and comprehension of the reading selections.

Prerequisite: Latin L521, or equivalent

The texts are: *Latin Prose Selections for Grade 13* (Breslove et al); published by Thomas Nelson; price $3.50.
Latin Poetry Selections for Grade 13 (Breslove et al); published by Thomas Nelson; price $3.50.
The Roman Way (Edith Hamilton); published by George J. McLeod; price $1.60.
Latin Composition for Grade 13 (Breslove); published by Gage Educational Publishing; price $3.65. or *Our Latin Legacy Bk. 2 Pt. 2* (Taylor, Prentice); published by Clarke, Irwin; price $3.75.

MATHEMATICS COURSES

The three series of courses available in this subject are:

SERIES A

Mathematics M111x
Mathematics M101
Mathematics M201
Mathematics M301
Mathematics M401
Grade 13 Mathematics M511 (Mathematics of Investment)
Grade 13 Mathematics M521 (Relations and Functions)
Grade 13 Mathematics M522 (Calculus)
Grade 13 Mathematics M523 (Algebra)

Series A is designed for students who wish one or more of the following:

(1) preparation for the study of mathematics at the fifth level and possibly beyond,
(2) courses which are theoretical rather than practical,
(3) insight into the new approach in mathematics,
(4) challenging courses designed for students who are strong in mathematics.

The student who has studied traditional mathematics in secondary school and wishes to study in Series A should begin by selecting Mathematics M111x.

MATHEMATICS M111x

This ten-lesson course provides some of the basic aspects of modern approach mathematics, either for personal interest or as the basis for further study in this series at a higher level. The topics dealt with include basic sets and set notation, operations with integers, rationals, number properties, number lines, set builders, ordered pairs, Cartesian products, Venn diagrams.

MATHEMATICS M101

This is the beginning course of the series in modern approach mathematics leading to study of the fifth level. It covers the following topics: basic algebra from a modern viewpoint, number sets, number properties, introduction to geometry.

MATHEMATICS M201

Topics dealt with in Mathematics M101 are re-examined and enlarged upon. Other topics studied: relations, systems of equations, and geometry.

Prerequisite: Mathematics M101, or equivalent

MATHEMATICS M301

Topics dealt with in Mathematics M201 are re-examined and enlarged upon. Other topics include: real numbers, linear equations, trigonometry, analytic geometry, and ratio.

Prerequisite: Mathematics M201, or equivalent

Mathematics M401

Completion of this course prepares a student for level five. Topics from Mathematics M301 are enlarged upon and the following topics introduced: relations, functions, quadratic equations.

Prerequisite: Mathematics M301, or equivalent

Grade 13 Mathematics M511 Mathematics of Investment

This is an intensive course which will be of interest to students who wish to learn the fundamentals of financial calculations involved in banking, annuity or bond purchases, home financing and consumer credit in general. Topics of the course include: calculative devices, interest and discount, annuities, bonds, mortgages, monthly payment plans for houses and automobiles, depreciation, capitalization, borrowing of money and calculation of interest rate. A knowledge of modern approach mathematics is not required for this course.

Prerequisite: Mathematics M401, or Mathematics M400, or equivalent
No textbook is required.

Grade 13 Mathematics M521 Relations and Functions

Earlier work on functions and relations is enlarged upon with emphasis on the unifying concept of mapping. Topics include: notation, classification and properties of functions, sequences and series, compound interest, annuities, instalment buying and consumer credit, trigonometry, definition and discussion of conics, plane transformations and their application to second degree relations.

Prerequisite: Mathematics M401, or equivalent
No textbook is required.

Grade 13 Mathematics M522 Calculus

Topics studied include: an intuitive discussion of a limit; slopes and rates of change; derivatives, including the derivative of a product and quotient; chain rule; applications to motion; maximum and minimum problems; functions with given derivative; indefinite integral; areas and definite integral; volumes of revolution; polar co-ordinates and complex numbers. A knowledge of modern approach mathematics is not required for this course.

Prerequisite: Mathematics M401, Mathematics M400, or equivalent of either
The text is: *Elements of Modern Mathematics*: *Calculus* (Del Grande et al): published by Gage Educational Publishing; price $5.90.

Grade 13 Mathematics M523 Algebra

The topics covered are: set theory, principles of counting, permutations and combinations, mathematical induction, the binomial theorem, probability, vectors with geometrical and physical applications, vectors and the Cartesian co-ordinate system, matrices used to solve equations.

Prerequisite: Mathematics M401, or equivalent
The text is: *Algebra 13* (Coleman et al); published by Gage Educational Publishing; price $6.70.

Series B

Mathematics M100
Mathematics M200
Mathematics M300
Mathematics M400
Grade 13 Mathematics M511 (Mathematics of Investment)
Grade 13 Mathematics M522 (Calculus)

Series B is designed for students who wish one or more of the following:

(1) mathematical background of a general nature but not preparation for university mathematics,
(2) preparation for a trade-training or apprenticeship program,
(3) upgrading in technical mathematics,
(4) knowledge of algebra and trigonometry,
(5) preparation for post-secondary courses, admission to which does not require a background in modern mathematics,
(6) preparation for fifth-level Mathematics of Investment (M511) or Calculus (M522)

Mathematics M100

This course should appeal to individuals who have completed at least elementary school arithmetic and wish to apply their knowledge to the world of science and industry. Basic arithmetic is reviewed and applied to the study of the measurement of distance, area and volume in both the English and Metric systems. The course concludes with an introduction to algebra.

Mathematics M200

This course is of particular interest to tradesmen who wish to acquire some knowledge of technical mathematics. Basic algebra is reviewed, and work on formulas and word problems is included. Additional topics are: graphing, shop calculations, gear and pulley speeds, basic geometry, mensuration, introduction to trigonometry.

Mathematics M300

Students selecting this course should have a working knowledge of basic algebra. The algebra covered in M200 is reviewed and extended to include more difficult problems. Additional topics are: ratio and proportion; variation; logarithms; slide rule; area and volume of cylinders, cones, pyramids, prisms and spheres.

Mathematics M400

To be successful in this course, a student must have completed a mathematics course which includes algebra. The following topics are presented: introduction to the number system; arithmetic of irrational numbers; quadratic equations and their application to problems; functions; relations with emphasis on graphing; basic trigonometry extended to include the solution of oblique triangles; elements of statics, including vectors, moments, composition and resolution of forces, centre of gravity and friction.

Grade 13 Mathematics M511 Mathematics Of Investment

See description on page 41.

Grade 13 Mathematics M522 Calculus

See description on page 41.

Series C

Mathematics M160
Mathematics M250
Mathematics M350
Mathematics M450

Series C is designed for students who wish one or more of the following:

(1) better understanding of arithmetic,
(2) more skill in computations,
(3) knowledge of how mathematics is used in our daily lives, particularly in business transactions,
(4) upgrading in commercial mathematics,
(5) standing in mathematics up to and including the fourth level, but not beyond,
(6) courses adapted to students who find mathematics difficult.

Mathematics M160

This course has been prepared to provide adults with the chance to "go back to the beginning of mathematics". Since arithmetic is the foundation of mathematics, the course involves practice in addition, subtraction, multiplication and division of whole numbers, fractions and decimals. The percentage form and its uses are studied in detail. Completion of this course provides background for further studies in mathematics at the secondary school level.

Mathematics M250

This course could be undertaken by a student who knows how to work with whole numbers, fractions, decimals and percentages. The aim is to improve accuracy and speed in computations and to develop the ability to solve certain types of practical problems. Business topics include: interest, discount, banking, invoicing, profit and loss. There is an introduction to algebra and a lesson on graphs.

Prerequisite: Mathematics M160, or equivalent

Mathematics M350

The topics dealt with are: a review of basic algebra with emphasis on business formulas, buying an automobile, instalment buying and selling, buying and selling real estate, insurance (life, fire and property), buying and selling on commission, preparation of payrolls, practical measurements.

Prerequisite: a second-level course in secondary school mathematics

Mathematics M450

The course is concerned with these topics: income tax procedure, compound interest, buying and selling of stocks and bonds, foreign exchange, excise taxes and customs duties, an introduction to computers, an introduction to statistics.

Prerequisite: a third-level course in secondary school mathematics

SCIENCE COURSES

The following twenty-lesson courses are offered:

in General Science:
- Science SC101
- Science SC201
- Science SC203

in Geology:
- Geology GL300

in Physics:
- Physics P300
- Physics P301
- Grade 13 Physics P501t

in Chemistry:
- Chemistry C400
- Chemistry C401
- Grade 13 Chemistry C501

in Biology:
- Biology BY400
- Grade 13 Biology BY501

Although for study at the third or fourth levels some previous work in secondary school science would be beneficial, a student may request enrolment in any of the third or fourth-level courses—Geology GL300, Physics P300, Physics P301, Chemistry C400, Chemistry C401, Biology BY400.

For many of the Science courses, kits containing laboratory equipment, biological specimens and chemicals are lent to students to enable them to perform experiments. (Kits containing chemicals cannot be supplied to students living outside Canada or to persons living at points in Canada serviced only by air-mail.)

Science SC101

The first ten lessons of this course introduce the student to the science of biology. He studies the way in which plant and animal cells are built and how they perform their functions; the structure and life history of some animals which lack backbones (invertebrates); the structure and life history of representative animals which have backbones (vertebrates); the structure and function of some important organ systems in man. The last ten lessons of the course introduce the student to the science of physics. He studies sound —how it originates, travels and is measured; pressure transmission in liquids and gases; how temperature is measured; some properties of solids, liquids and gases.

Science SC201

This second-level course continues the study of biology and physics. Topics included in the biology section are: a study of the structure and life history of some flowering plants; a study of the structure and life history of some non-flowering plants; an introduction to the study of heredity; an introduction to the study of the relationship of plants and animals to their environment. Topics included in the physics section are: force, work, energy and power, heat, light, electricity, chemical energy.

Science SC203

This second-level course which concentrates on physical science will be of interest to students who plan careers in manufacturing and industry. It provides experience in doing scientific experiments and training in making scientific observations and drawing conclusions. Topics studied in physics are: force, energy, power, heat and its transfer, lubrication, sound, electrostatics, current electricity. Topics studied in chemistry are: the composition of matter, mixtures, solutions, combustion and fire-fighting, corrosion.

Geology GL300

This introductory course emphasizes the practical aspects of geologic study—the analysis of topographic and geologic maps and air photographs; the examination of rock, crystal and fossil specimens; the testing of rock samples in the laboratory and in the field; and the practice of making geologic observations. The geological structure and history of Canada, its landscape features, and its rich and varied natural resources are examined and discussed.

Physics P300

This course will be useful for students whose objectives do not require standing in an intensive physics course or Grade 13 Physics. Topics studied are: making accurate measurements of all types; use of vernier calipers; simple machines; efficiency of machines; laws of motion as applied to automobiles and falling objects; speed indicators; heat; electricity, and industrial uses of electric currents; light and some of its applications in industry.

Physics P301

This course teaches the fundamental principles and modern developments of physics and prepares a student for Grade 13 Physics P501. Topics studied are: Mechanics—measurement, motion and force, work, energy and power; Vibrations and Wave Motions—wave phenomena, sound, light; Electricity—electrostatics, current electricity, electromagnetism; Modern Physics—electronics, atomic structure, nuclear physics, living in an atomic age.

Grade 13 Physics P501t

This course is designed to present physics to students, not as the study of a mere body of facts, but as a continuing process by which men seek to understand the nature of the physical world. Topics studied are: Time, Space and Motion—fundamentals of measurement, functions, motion along a straight-line path, motion in space; Optics and Waves—how light behaves, the particle model of light, waves propagated in one dimension, waves propagated in two dimensions, interference; Mechanics—law of inertia and Newton's law, motion in the earth's gravitational field, universal gravitation law and the solar system, momentum and the conservation of momentum, work and kinetic energy, potential energy; Electricity and Atomic Structure—electric forces and electric charges; energy and motion of charges in electric fields, electric field and electric potential, the electromagnetic spectrum, Rutherford's model of the atom, photons, matter waves, energy levels, energy levels of hydrogen.

Prerequisite: Physics P301, or equivalent
The texts are: *PSSC*: *Physics*—1965 Edition; published by D. C. Heath; price $8.20 plus $ .90 postage and handling.
PSSC: *Laboratory Guide*—1965 Edition; published by D. C. Heath; price $3.30 plus $ .65 postage and handling.

Chemistry C400

This is a non-intensive course in chemistry. (A student who wishes to prepare for Grade 13 Chemistry should choose Chemistry C401.) Topics studied are: characteristics, states, properties and classification of matter; the structure of the atom; chemical combinations; chemical reactions; chemical equations; solutions; ionization; acids, bases and salts; food chemistry; air pollution; water resources and impurities.

Chemistry C401

This course provides an introduction to the experimental study of chemistry and the language of the subject; it prepares a student for Grade 13 Chemistry. Emphasis is placed on a study of the nature of elements and compounds and the reactions they undergo. The following topics are covered: theories of the structure of individual atoms and aggregates of atoms, elements and compounds, the formation of ions, and the periodic classification of elements.

Grade 13 Chemistry C501

The emphasis in this senior course is on understanding the principles of chemistry rather than on acquiring factual knowledge. Topics studied include: development of the atomic theory; priniciples of chemical reaction; the gas state; kinetic-molecular theory; solutions; periodic classification; atomic structure; historical development and orbital model; chemical bonding; energy in chemical reactions; rates of reactions; qualitative and quantitative aspects of equilibrium; aqueous acids and bases; oxidation and reduction; molecular structure; bonding in solids, liquids and gases; organic chemistry; transition elements; radioactivity.

Prerequisite: Chemistry C401, or equivalent
The text is: *Chemistry: Experiments and Principles* (O'Conner et al); published by D.C. Heath; price $8.20 plus $ .90 postage and handling.

Biology BY400

The twenty lessons of this course provide the opportunity to study the following topics: possible origins of life; where life occurs; the wide variation in the kinds of living things; the structure and life cycles of viruses, bacteria, algae, fungi, flowering plants, protozoans, flatworms, insects, fish, amphibians, reptiles and mammals. Information is presented which is related to the science of heredity, human genetics, ecology, pesticides and pollution, population explosions and some of the problems of space travel. Please note that students who enrol are required to do dissections of preserved specimens, including a fish and a mammal (white rat).

Grade 13 Biology BY501

The following topics are studied in depth: the basic chemistry of cell activity; organic molecules and chemical syntheses; energy changes in living things involving ADP and ATP; the importance of DNA and RNA in the genetic code; the structure and function of many of the organs and organ systems in plants and animals, including man. Additional topics include: principles of classification; population control; Mendelian genetics; the reproduction and development of organisms; the evidence for evolution and the mechanics by which it is achieved.

Prerequisite: Chemistry C401, or Biology BY400, or equivalent
The text is: *Biological Science—Principles and Patterns of Life*—Revised Edition (Galbraith and Wilson); published by Holt, Rinehart and Winston; price $8.20.

THEATRE ARTS COURSE

The following course is offered:

THEATRE ARTS TA300 THE PERFORMING ART

This course teaches the basic movements necessary to acting, a history of drama, characterization, mood and feeling, and such production concerns as stage designs, set designs, costumes, lighting and sound effects. Its aim is to make the student more aware of himself, to make him a more sensitive viewer of drama and to encourage him to participate in dramatic productions.

No prerequisite

ELEMENTARY SCHOOL COURSES

ELEMENTARY SCHOOL CORRESPONDENCE COURSES

Elementary School Correspondence Courses For Children Under Sixteen Years of Age

Elementary school correspondence courses in Grades 1 to 8 are available for children who are unable to attend school. They are offered in English for English-speaking students, and in French and English for French-speaking students.

A child living in Ontario who is six years of age or over, and under the age of sixteen, and who is unable to attend school for a period of three months or more, may be enrolled. A child normally resident in Ontario, but living temporarily outside Canada and unable to attend a school in which the Ontario curriculum is taught, may be enrolled. Since enrolment of a child living outside Canada cannot be continued indefinitely, eligibility for enrolment will be reconsidered when a request is made for lessons for a new grade. Absence for a period longer than three years can rarely be regarded as temporary absence from the province and used as a reason for continued enrolment.

A child may begin a course at any time of the school year. If he is in good health, he should spend as much time on his studies each day as he would if he were attending school. By so doing, he will be able to keep up with the daily assignments and complete the work of a whole grade in a year. When he completes the grade satisfactorily, he earns a certificate of promotion. Pupils living in Ontario are expected to take a vacation in July and August as they would if attending school.

Parents wishing to apply for elementary school enrolment for a child under sixteen years of age should complete Form A and return it, together with the child's last school report and either a doctor's certificate if the child is not well enough to attend school, or a recommendation for enrolment from the senior educational officer for the area if distance is the reason for not attending school. The certificate or recommendation must state the reason for non-attendance and the probable duration of the child's absence from school. No certificate or recommendation is required for children going overseas.

There is no fee for any of the elementary school courses. Lessons are supplied and corrected free of charge. Answer paper is provided free to all pupils, and stamped envelopes for mailing lessons are provided for pupils living in Canada. Textbooks are lent free of charge. Pupils must return the books in good condition when they either complete or discontinue the courses for which the books have been lent.

A parent applying for a correspondence course for a child temporarily resident outside Canada must give the name and address of a person in Ontario who will act as liaison and assume the responsibility of forwarding books and lessons. All material from this office is addressed to the liaison. Applicants should instruct the liaison to re-wrap it, print on it the pupil's foreign address and his own return address, prepare a Customs Declaration, and pay sufficient postage to carry the material to its foreign destination.

Pupils living in Ontario and enrolled in correspondence courses must submit lessons for correction. Those living outside Canada are advised to do so if at all possible. Although mailing delays to and from distant locations may take a good deal of the value from teachers' comments and corrections, children gain a certain satisfaction and encouragement from personal contact with a teacher and from winning recognition for their work. It is particularly important that students in Grades 7 and 8 submit their completed lessons for correction. Parents should note that any lesson sent in for marking must contain all assignments in every subject.

COURSES FOR ADULTS WHO HAVE NOT HAD THE OPPORTUNITY TO COMPLETE ELEMENTARY SCHOOL

English E160

This is a basic course in English grammar and composition. It makes use of a variety of textbooks, including a speller, selected novels and language work books. Vocabulary study through the use of a dictionary is emphasized. Completion of this course provides background for further study of English at the secondary school level.

Mathematics M160

This course has been prepared to provide adults with the chance to "go back to the beginning of mathematics". Since arithmetic is the foundation of mathematics, the course involves practice in addition, subtraction, multiplication and division of whole numbers, fractions and decimals. The percentage form and its uses are studied in detail. Completion of this course provides background for further studies in mathematics at the secondary school level.

An applicant for enrolment in either or both of these courses should complete Form C and return it to the Correspondence Courses office, together with a transcript of his school record.

PUBLISHERS OF GRADE 13 TEXTBOOKS

Required texts for a Grade 13 course are listed following the description of the course, and publishers are named. Addresses of the publishers are given below. A student unable to purchase the texts from a local dealer should order them direct from the publisher. If he orders from the publisher, he should state that he is enrolled in Correspondence Courses and enclose a money order to cover the cost of the books and any other charges indicated.

Book Society of Canada Ltd., 4386 Sheppard Avenue East, Agincourt
Clarke, Irwin and Co. Ltd., 791 St. Clair Avenue West, Toronto
Copp Clark Publishing Co. 517 Wellington Street West, Toronto
J.M. Dent and Sons (Canada) Ltd., 100 Scarsdale Road, Don Mills
Gage Educational Publishing Ltd., 164 Commander Blvd., P.O. Box 5000, Agincourt
Hachette Libraries Ontario Ltd., 607 Yonge Street, Toronto
D.C. Heath (Canada) Ltd., 100 Adelaide Street West, Suite 1408, Toronto
Holt, Rinehart and Winston of Canada Ltd., 55 Horner Avenue, Toronto
George J. McLeod Ltd., 73 Bathurst Street, Toronto
Longman Canada Ltd., 55 Barber Greene Road, Don Mills
McClelland and Stewart Ltd., 25 Hollinger Road, Toronto
McGraw-Hill Ryerson Ltd., 330 Progress Avenue, Scarborough
Macmillan Co. of Canada Ltd., 70 Bond Street, Toronto
Thomas Nelson & Sons (Canada) Ltd., 81 Curlew Drive, Don Mills
Oxford University Press, 70 Wynford Drive, Don Mills
Prentice Hall of Canada Ltd., 1870 Birchmount Road, Scarborough
School Book Fairs Ltd., 145 Front Street East, Toronto
University of Toronto Bookstore, 34 Bancroft Street, Toronto

Ministry of Education, Ontario

Correspondence Courses

1152 Bay Street

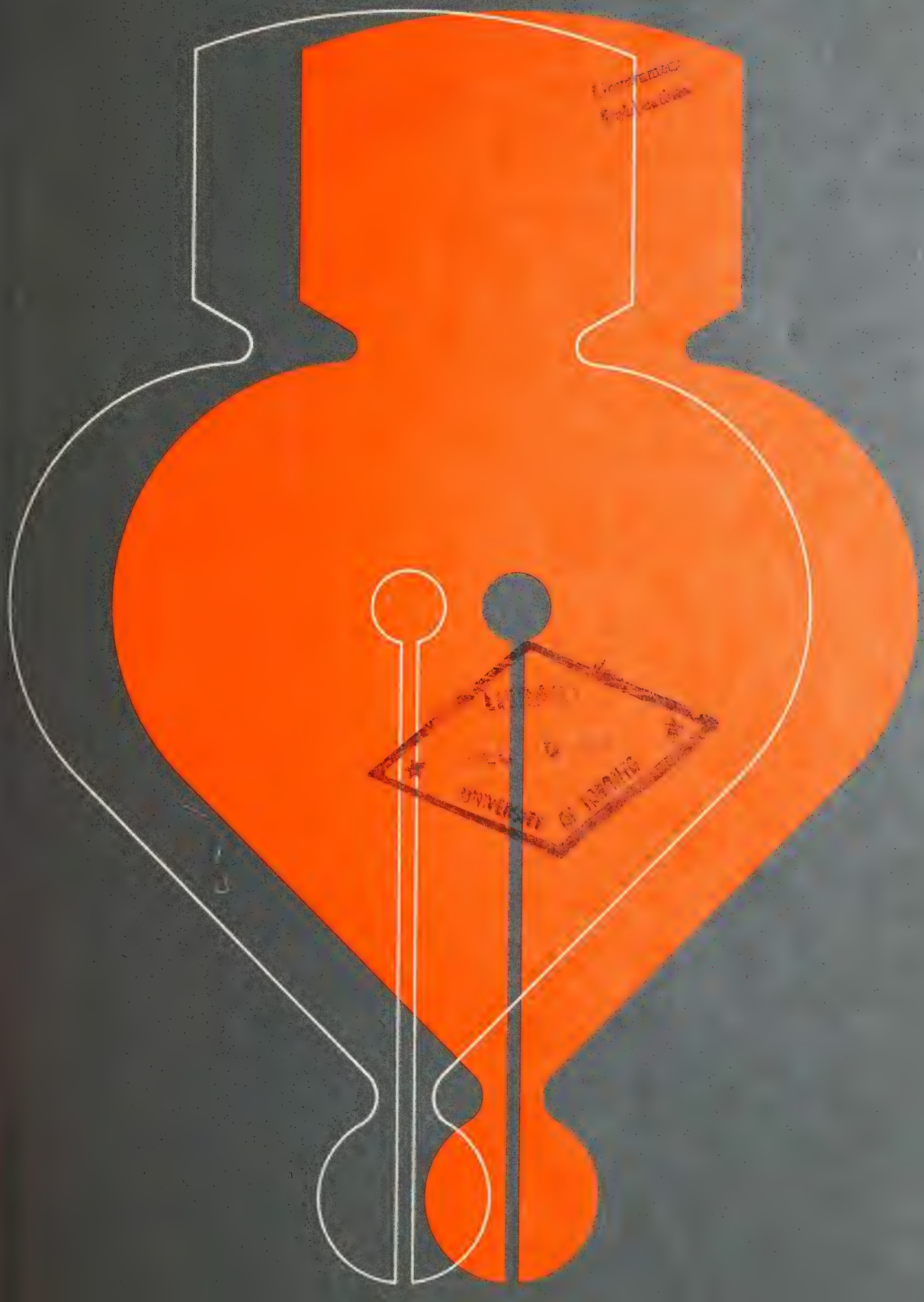
Toronto 181

Phone: 965-2657



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1973/74 Correspondence Courses





Ministry
of
Education
Ontario

Authorized by the
Minister of Education

1973/74 Correspondence Courses

Correspondence Courses,
1152 Bay Street, Toronto M5S 2B5

Ont. University of Education
Government Publications
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Ministry of Education, Ontario

Correspondence Courses,
1152 Bay Street, Toronto M5S 2B5
Chief Educational Officer–J.F. Rees
Educational Officer–H.A. Sutton
Registrar–J.E. Hall
Registration Supervisor–W.A. Redekop
Administrative Officer–C.M. Reside

Secondary School Program Superintendents
B.F. Ahrens–*Mathematics*
A.H. Carter–*Science*
Mrs. M.O. Carter–*Latin and Classical Studies*
Mrs. F. Deciry–*Français*
P.E. De Sadeleer–*Business and Commerce*
Mrs. D.E. Ferguson–*Business and Commerce*
D.A. Kennedy–*French and German*
J.R. Levitt–*Mathematics*
D.J. MacLean–*Technical Subjects*
F.B. MacMillan–*Mathematics*
N.C. McKinnon–*History*
P.B. McLeod–*English*
Mrs. H.I. McSherry–*Science*
Mrs. G.M. Moore–*English*
W.W. O'Rourke–*English*
B.E. Robertson–*Science*
Miss D.P. Rogers–*History*
G.M. Seary–*Arts*
D.A.R. Tolton–*Social Sciences*
J.H. Walker–*Geography*

Elementary School Adviser
Miss E.M. Froud

Telephones
965-2657 General Inquiries
965-4587 Chief Educational Officer and Educational Officer
965-2657 Registrar

Secondary School Program Superintendents
965-7326 Mathematics, Science, Business, Commerc and Technical
965-6448 English, Français, French, German, Latin History, Geography, Social Sciences, Arts
965-7456 Elementary School Courses
965-6524 Business Administration
965-7321 Test Arrangements

Secondary School Courses General Information

Secondary School Courses

The Ministry of Education correspondence courses provide a way other than school attendance for Ontario residents to continue their education. By this means students may earn admission to an institution of higher learning or course of training, gain promotion where they are employed, qualify for secondary school certificates, or study for personal satisfaction and enjoyment. The program offers courses over a wide range of subjects, including courses in Arts, Business and Commerce, Drafting, English, Français, French, Geography, German, History, Latin and Classical Studies, Mathematics, and Science.

Eligibility for enrolment in a correspondence course
To be eligible for enrolment, an applicant must be a resident of Ontario in one of the following categories:

a) a person sixteen years of age or over who is not enrolled in a public secondary school

b) a person who would otherwise be attending school in Ontario and who is prevented from doing so by illness or distance

c) a person temporarily absent from Ontario (absent for a period not longer than three years)

d) a Senior Division day-school student of a public secondary school who qualifies for the program outlined under Enrolment of a Day-School Student (see this page)

Note 1: It is policy to require that a student who leaves school before the completion of the final year of his program be out of school three months before his enrolment in Correspondence Courses can be considered. This waiting period can be waived if the principal of the last school attended confirms there is good reason for making an exception to the policy.

Note 2: A temporary visitor to Ontario or a person on a student visa is not eligible for enrolment.

Note 3: An applicant may be requested to show proof that he can be considered a resident of Ontario.

Services Provided
Courses are free. Lessons and supplementary material are provided only to individuals who have applied and are enrolled.

Supplementary material provided includes paper, textb for all courses except those at the Year-5 (Grade 13) le art supplies, science equipment, geological samples, dr instruments, mathematical instruments, shorthand rec ings, French and Latin recordings, supplementary read books, maps, historical pamphlets, and documents. Stu must return textbooks and certain supplies when the co for which they have been lent are completed.

Starting Date and Completion Date
An eligible student may begin a secondary school cours at any time of the year. He may follow his own timetabl completing his assignments. He may achieve standing i subject and earn a certificate at any time of the year.

Enrolment of a Day-School Student
A student registered in the Senior Division of a public secondary school may be eligible for enrolment in the p gram offered by the Correspondence Courses Services.

Application Form S is available for a Senior Division st who wishes to apply for admission to this program and be provided to the student on request. The student will complete the application form and submit it to the prin of his school. If, in the professional judgment of the pri cipal, enrolment is desirable, the principal will support application with his signature and will also state the rea for the request.

The application is to be forwarded by the principal to t Correspondence Courses Services, 1152 Bay Street, Toronto M5S 2B5.

Approval for enrolment rests with the Chief Education Officer of the Correspondence Courses Services. If a st is enrolled, future communication will be between the Correspondence Courses Services and the student.

The enrolment of day-school students in the program i experimental during 1973-74. When a student is enroll the program, the appropriate director of education and Ministry of Education regional director will be notified

Advice to Students Who Have an Objective Beyond the Secondary School Level
A student whose objective is to qualify for admission t post-secondary institution should plan his program of correspondence courses as follows:

1. He should consult officials of that institution to find what standing or diploma he will require for admission whether particular subjects are obligatory.

2. He should study the page in this calendar on which are listed the requirements for the standing or diploma he has been advised he must obtain and decide in which subjects he wishes to enrol to complete the requirements.

3. When he knows what subjects his program will include and the highest level of standing he must achieve in these subjects, he can plan his studies. He should request enrolment only in the courses that lead directly to his objective and omit courses that do not. He should enrol at the highest level he can manage in each subject in his program. The Course Descriptions section of this calendar contains information that will assist him in selecting the appropriate level of enrolment.

Correspondence Courses personnel will be pleased to assist students through a personal interview or telephone conversation or by letter.

As an aid in investigating requirements for certain objectives, six sources are given below.

1. Information about post-secondary school programs in Ontario and requirements for admission to these programs are provided in *Horizons,* an annual publication. A copy may be obtained from the Information Branch, Ministry of Colleges and Universities, Mowat Block, Queen's Park, Toronto M7A 1L8.

2. Some universities have special provisions for the admission of mature students. Mature students who are interested in obtaining this information should direct an enquiry to the university concerned.

3. For information regarding admission to colleges of applied arts and technology, students can refer to *Horizons* or to the annual C.A.A.T. Chart available from the Information Branch of the Ministry of Colleges and Universities. More detailed information may be obtained from registrars of individual colleges.

4. Requirements for admission to a program leading to elementary school teacher certification in Ontario at a teachers' college or in a faculty of education are contained in Ministry of Education memoranda. Copies of memoranda may be obtained from the Publications Office, Ministry of Education, Mowat Block, Queen's Park, Toronto M7A 1L8.

5. Information regarding the requirements for admission either to a program leading to a Registered Nurse's Diploma or to a Registered Nursing Assistant Course may be obtained by writing to the College of Nurses, 600 Eglinton Avenue East, Toronto M4P 1P4.

6. Information regarding apprenticeship programs may be obtained from the Industrial Training Branch, Ministry of Colleges and Universities, Mowat Block, Queen's Park, Toronto M7A 1L8.

An Explanation of the Credit System of Achieving Standing

Since the 1972-1973 school year, all secondary schools in Ontario are organized on the credit system. Under this system a student proceeds by promotion in individual subjects rather than promotion by complete grade, year, or level.

The Correspondence Courses follows this system. Some of the features are:

1. Each student has an individual program. He makes his own selection of courses, basing it on his own interests and objective.
2. Secondary school credits are earned for completion of individual courses.
3. Each school assigns a credit value to each course it offers. (Most correspondence courses have a value of one credit.)
4. The student completes individual courses to accumulate the total number of credits he needs for his objective.
5. New course offerings over a broad range of subjects permit the student greater freedom of choice.
6. Courses with different approaches and of different degrees of difficulty are offered in many subjects. The student may study more than one course of the same year (grade) level in a subject if he chooses.
7. A student may proceed from one year (grade) to another in a subject regardless of his work in other subjects.
8. He may be enrolled simultaneously in different subjects of different years (grades).

Selecting Courses for Study by Correspondence

1. *Subject Selection*–Since each correspondence student plans his own individual program, he bases his selection of subjects on his interests and objectives. If he needs help in making the correct choice for his objective, he is free to consult advisers in the Correspondence Courses office.

2. *Enrolment Level* – Guidance in the selection of appropriate levels of enrolment in courses is provided in the Course Descriptions section of this calendar. When it is felt that success in a course depends on preceding work, a prerequi-

site for enrolment in the course is stated; for example: the prerequisite French F201 is stated for the Year-3 French course F301, which means that a student should have completed the Year-2 French F201 course or its equivalent before enrolling in the French F301. Where no prerequisite is stated in the description of a course, no background work is required for enrolment in it; for example: no prerequisite is stated in the description of the Geography G301 course, which means that a student may enrol in Geography G301 without having taken any previous work in Geography.

Identifying Courses by Code Numbers
Correspondence courses are identified by codes which indicate the year (grade) of a course but do not name a grade. These codes may differ from those in schools.

The Correspondence Courses coding system is as follows:
The code for each course consists of one or two letters followed by three numerals; for example:

English E111
Economics EN400

The letters are an abbreviation of the name of the subject.

In the code E111, E is an abbreviation of English.
In the code EN400, EN is an abbreviation of Economics.

The first numeral of the code represents the year (grade) of a course – first year, second year, third year, fourth year or fifth year – the five years of secondary school. A course with a code number beginning with 1 is a secondary school Year-1 course (formerly Grade 9), a course with a code number beginning with 2 is a Year-2 course (formerly Grade 10), a course with a code number beginning with 3 is a Year-3 course (formerly Grade 11), a course with a code number beginning with 4 is a Year-4 course (formerly Grade 12), and a course with a code number beginning with 5 is a Year-5 course (Grade 13); examples:

English E111 is a secondary school first-year course in English.
English E211 is a secondary school second-year course in English.

The last numeral of the code distinguishes between different courses in the same subject of the same year; for example:

P300 and P301 are different courses in Physics, both Year-3 courses.

The middle numeral is for internal office use and has no significance for students.

Applying for Enrolment in Correspondence Courses
An applicant residing in Ontario should complete Form and take or mail it to the Correspondence Courses office together with an official transcript of his school record. While it is sometimes unnecessary and sometimes impos to come to the office for a personal interview, applicants should bear in mind that a staff of advisers and program superintendents in all subjects are here during office hou to supplement information given in the Correspondence Courses calendar with advice about planning a program will lead most directly to the student's objective.

An applicant under sixteen years of age prevented from attending school because of illness must submit with his application a medical certificate stating the nature of the illness and the probable length of his absence from scho An applicant under sixteen years of age prevented from attending school because of distance from school must s mit a recommendation for enrolment from the senior ed tional official for the area. No medical certificate or rec mendation is required for applicants going outside Can

An applicant who will be living outside Ontario tempor should complete Form F and mail it to the Correspond Courses office. If he will be living outside Canada, he m give the name and address of a person in Ontario who w assume the responsibility of forwarding books, lessons, corrected assignments to the student. (The person actir liaison for a Year-5 student will have the additional res sibility of purchasing the required textbooks.) All mate for the student is addressed to the liaison. The applican should instruct the liaison to rewrap it, print the studen foreign address, prepare a Customs Declaration, and pa postage to carry the material to its foreign destination b quickest means. The liaison's return address must appe the package. Members of the Canadian Forces enrolle while on duty outside Canada may request that their les and textbooks be sent to a Canadian Forces Post Office Canada for forwarding abroad rather than to an Ontar liaison. If possible, an applicant should arrange to visit Correspondence Courses office before leaving the cour to discuss his program and pick up lessons and textboo take with him.

An applicant who is applying for enrolment while regis in the Senior Division of a public secondary school sho request Form S, complete it and submit it to his princip

Enrolment Process
A student's application is carefully considered by a me of the Correspondence Courses staff. If his choice of c appears to be wise, he is enrolled. If he seems to need a about the choice, a staff member will communicate wit him. A secondary school student must start at the first s of a course. Several lessons, textbooks (except for a Y course) and supplies are sent to him at the time of enr

ment. Further lessons are supplied automatically as his assignments are submitted to the Correspondence Courses office for evaluation. Students leaving Canada will receive a complete set of lessons for each subject in which they enrol.

Submission, Evaluation and Return of Student's Work
The student should mail each lesson as soon as he completes it and proceed with the next lesson without waiting for the return of marked lessons. Regular, frequent submission of lessons is necessary for satisfactory progress.

Lessons received in the Correspondence Courses office are sent immediately to classroom teachers in the province. After they have been marked and graded, they are returned to the Correspondence Courses and posted to the student as soon as possible, together with the new lessons he requires.

The teachers who evaluate the lessons will make comments to guide students having difficulty, and program superintendents in the office will be pleased to provide assistance and guidance to students who encounter difficulties with assignments.

Re-establishing Enrolment
If correspondence students find it necessary to discontinue a course temporarily, and if the interruption is likely to be shorter than eight weeks, they need not inform the Correspondence Courses office or return the supplies and textbooks. When they are free to continue their studies, they should resume the sending of lesson assignments.

Any student who foresees an interruption in his studies in excess of two months must return textbooks and supplies sent to him. When he is ready to resume his studies, he should telephone or write the Correspondence Courses office to request that supplies be reissued.

Requests for Further Courses
After the student has completed a number of assignments he may find that he has time to work on an additional course or courses. He may then request additional courses by letter, by telephone, or by using the student order form supplied with lessons.

After a student completes a course, enrolment in further courses is not automatic. It is necessary for him to request enrolment in further courses. He may visit the office for guidance in selecting courses or request assistance by mail.

Requirements for Obtaining Standing in Courses
Standing in any Year-1 or Year-2 course – any course with a code number beginning with either 1 or 2 – is gained through successful completion of all lesson assignments of the course. There are no tests in first- or second-year courses.

For standing in any Year-3, Year-4 or Year-5 course – any course with a code number beginning with 3, 4 or 5 – a student must pass a final supervised test in addition to completing the lesson assignments. The final mark in any third-, fourth- or fifth-year courses is based on the test mark and the average of the marks on lessons. The test may be written at any time of the year, provided the student has successfully completed all lessons of the course.

When a student's last lesson in a Year-3, Year-4 or Year-5 course has been received and graded, the final test is sent out automatically to a supervisor appointed by the Correspondence Courses and living in the student's locality. At that time the student is notified of the mailing, is given the name, address and telephone number of the supervisor, and is asked to communicate with him to arrange a mutually convenient time and place for writing the test. A student may request permission to write final tests at the Correspondence Courses Office, 1152 Bay Street, Toronto.

A student living outside Ontario is asked to nominate a supervisor and submit his name for approval.

Certificates and Diplomas
The following certificates, statements and diplomas are issued to Correspondence Courses students.

1. *Certificate of Completion*
A certificate is issued automatically upon successful completion of a course.

2. *Student Achievement Form (Transcript) and Statement of Standing*
A permanent record of students' achievement is kept in Correspondence Courses files. The Registrar of Correspondence Courses will provide a transcript of this record or a Statement of Standing to any student who requests it. The transcript or statement will describe the number of credits satisfactorily completed.

3. *Secondary School Graduation Diploma*
A student qualifies for the Secondary School Graduation Diploma by completing courses amounting to a total of twenty-seven credits including at least three credits selected from each of the four areas of study described on page 10.

Most correspondence courses have a value of one credit. (The exceptions have a value of one-half credit and are indicated by a code number ending in x.)

Areas of Study

a) *Communications* This area includes the following subjects offered by Correspondence Courses: English, Français, French, German, Latin, Classical Studies, Drafting, Shorthand, Typewriting, Office Procedures.

b) *Social and Environmental Studies* This area includes the following subjects offered by Correspondence Courses: World Politics, Man in Society, History, Economics, Urban Studies, Geography, Marketing, Business Organization and Management, Law, Business Practice.

c) *Pure and Applied Sciences* This area includes the following subjects offered by Correspondence Courses: Mathematics, Business Mathematics, Science, Physics, Chemistry, Biology, Geology, Accounting, Drafting.

d) *Arts* This area includes the following subjects offered by Correspondence Courses: Art, Film Arts, Theatre Arts, Drafting, Readings in Archeology, Readings in Ecology, Readings in Science Fiction, Readings in Wilderness, Readings in Flight, Perspectives of Prose, Creative Writing, Classical Studies.

The diploma requirements are designed to ensure that each student has some experience in each of the four broad areas of knowledge and inquiry while still permitting a substantial degree of specialization if desired. Correspondence Courses students have a great deal of freedom and responsibility in their choice of courses, the year (grade) of the courses, and the number of courses selected in any one subject.

4. *Secondary School Honour Graduation Diploma*
A Secondary School Honour Graduation Diploma will b granted to a student who has gained six credits for Year- courses. Each Year-5 correspondence course has a valu one credit. In other schools credit value may be greater t one if time required for completion is more extensive.

Year-5 courses offered for 1973-1974 by correspondence are:

Art A501
Accountancy Practice AC503
Biology BY501
Chemistry C501
Economics EN501
English E521
English E522
Français f561
French F521
French F522
Geography G503
German GR501
History H501
Latin L521
Latin L522
Mathematics M521 Relations and Functions
Mathematics M522 Calculus
Mathematics M523 Algebra
Mathematics of Investment M511
Physics P501

Note 1: A student may enrol in any Year-5 course for w he has completed the prerequisite, whether or not he ha acquired the Secondary School Graduation Diploma.

Note 2: A student may select more than one course in a particular subject area. He should, however, choose ca fully in the light of his future plans.

Note 3: Standing obtained in either French or Français not both, will be counted. This provision also applies to English and Anglais.

Note 4: A credit obtained in a Year-5 course may be co ed towards the Secondary School Honour Graduation Diploma or the Secondary School Graduation Diploma not both.

Correspondence Courses Offered 1973-1974

Arts
Art A200–Beginning in Art
Theatre Arts TA300–The Performing Art
Art A301–Through Artists' Eyes
Art A302x–Prints Without a Press
Art A303x–Art to 1500
Commercial Art CA400x–Art for Commerce and Industry
Film Arts FA400x–The Camera's Eye
Art A401x–Composing Your Art
Art A402x–Style in Art
Art A403x–Great European Art
Grade 13 Art A501–The Artist's Study

Business and Commerce
Typewriting I TY100
Typewriting II TY200
Office Procedures I OP300
Office Procedures II OP400
Accounting I AC303
Bookkeeping II BK401
Grade 13 Accountancy Practice AC503
Shorthand I SH300
Shorthand II SH400
Marketing I MK300
Marketing II MK400
Business Organization and Management BO300
Law LW400
Business Practice BP100

Drafting
Drafting D100–Basic Drafting I
Drafting D200x–Basic Drafting II
Drafting D300x–Standard Drafting Practice
Drafting D302x–Introduction to Mechanical Drafting
Drafting D304x–Introduction to Architectural Drafting
Drafting D308x–Introduction to Blueprint Reading

English
English E160
English E111
English E211
English E311
English E421
Grade 13 English E521
Grade 13 English E522

English E302x–Readings in Archaeology
English E304x–Readings in Ecology
English E306x–Readings in Science Fiction
English E402x–Readings in Wilderness
English E404x–Readings in Flight
English E406x–Perspectives of Prose
English E408x–Creative Writing

Français
Français f151
Français f251
Français f351
Français f451
Français f561

French
French F111x
French F101
French F201
French F301
French F401
Grade 13 French F521
Grade 13 French F522

Geography
Geography G101
Geography G201
Geography G300
Geography G301
Geography G311x–Fundamentals of Physical Geography
Geography G400
Geography G401
Urban Studies G403
Grade 13 Geography G503

German
Grade 13 German GR501

History and Social Science
History H200
History H201
History H203x
History H205x
World Politics WP300
History H301
History H305 (available January 1974)
Man in Society MS400
Economics EN400
History H401
Grade 13 History H501
Grade 13 Economics EN501

Latin
Latin L201
Latin L301
Classical Studies L312x
Latin L401
Grade 13 Latin L521
Grade 13 Latin L522

Mathematics
Series A
Mathematics M111x
Mathematics M101
Mathematics M201
Mathematics M303
Mathematics M403
Grade 13 Mathematics M511–Mathematics of Investment
Grade 13 Mathematics M521–Relations and Functions
Grade 13 Mathematics M522–Calculus
Grade 13 Mathematics M523–Algebra
Series B
Mathematics M100
Mathematics M200
Mathematics M300
Mathematics M400
Grade 13 Mathematics M511–Mathematics of Investment
Grade 13 Mathematics M522–Calculus
Series C
Mathematics M160
Mathematics M250
Mathematics M350
Mathematics M450

Science
Science SC101
Science SC201
Science SC203
Geology GL300
Physics P300
Physics P301
Grade 13 Physics P501
Chemistry C400
Chemistry C401
Grade 13 Chemistry C501
Biology BY400
Grade 13 Biology BY501

Secondary School Courses
Course Descriptions

Arts Courses

The following courses are offered:
Art A200–Beginning in Art
Theatre Arts TA300–The Performing Art
Art A301–Through Artists' Eyes
Art A302x–Prints Without a Press
Art A303x–Art to 1500
Commercial Art CA400x–Art for Commerce and Industry
Film Arts FA400x–The Camera's Eye
Art A401x–Composing Your Art
Art A402x–Style in Art
Art A403x–Great European Art
Grade 13 Art A501–The Artist's Study

Art A200 Beginning in Art
This practical course presents the visual and compositional elements that are fundamental to all forms of art. In the second half of the course these elements and principles of design are used to create art works of various kinds. Each of these is examined briefly by means of a written explanation followed by practical projects. This is a course for students with little previous practical experience in art. A basic art kit is supplied.

No prerequisite

Theatre Arts TA300 The Performing Art
This course teaches the basic movements used in acting and examines the history of drama, characterization, mood and feeling, and such production concerns as stage designs, set designs, costumes, lighting, and sound effects. Its aim is to make the student more aware of himself, to make him a more sensitive viewer of drama, and to encourage him to participate in dramatic productions. A text is lent to the student.

No prerequisite

Art A301 Through Artists' Eyes
This comprehensive course delves deeply into many phases of the visual arts. Although some practical projects are included, its main purpose is to broaden the student's knowledge of the part art plays in our lives and increase his sensitivity to the world of the arts. Graphics, drawing and painting, history, photography, television, commercial a industrial art are just a few of the topics covered in a cou that ranges from the way to look at a painting to architec tural technology. There is no text, but a book of reprodu tions is lent to students taking this course.

No prerequisite

Art A302x Prints Without a Press
Printing consists of any of several means artists and artis use to duplicate an image. Manual techniques of print-making have been a means of creative expression for cen turies. In this course the student is taught some of the ba principles of hand-printmaking as an art form. It is an elementary course that introduces such simple techniqu monoprints, stencils, cardboard cuts and lino cuts, and s gests various practical uses for the prints made. A print-making kit is supplied.

Prerequisite: a previous course in Art

Art A303x Art to 1500
Here is the story of cave paintings and pyramids, of Min palaces and Greek temples. Roman engineering and By tine mosaics are discussed. Medieval manuscript illumin tions are studied and the course ends with a description the art of the Gothic era. An art text is lent to students.

No prerequisite

Commercial Art CA400x Art for Commerce and Industry
This practical ten-lesson course approaches art from a technical point of view and introduces the student to the aims and methods of the commercial artist. It should help him to decide whether he would like to take intensive training in art, but does not by itself train a student to be a commercial artist.

Prerequisite: a previous course in Art

Film Arts FA400x The Camera's Eye
This course introduces the twin subjects of still photography and movies. The stress is on the practical rather than the theoretical. The student is encouraged by means of projects to develop his own skills as a photographer, and for this reason must provide his own still camera and film. The course seeks to develop interest and give new insights and directions to explore. A portfolio of photographs is lent to the student.

No prerequisite

Art A401x Composing Your Art
This course stresses the question of composition in art, examining such factors as balance, rhythm, and focal point. It is a course in drawing and painting which considers art as a means for self-expression. Its purpose is to develop the student's potential to become a creative artist. An art kit is supplied.

Prerequisite: a previous course in Art

Art A402x Style in Art
In this course the student carries out a series of practical projects that are designed to make him more aware of the significance of style in art and to help him develop his own distinctive style. An art kit and a book of reproductions are lent to the student.

Prerequisite: a previous course in Art

Art A403x Great European Art
This course is introduced by a discussion of the language of art which gives the student a sound basis for judging the merits of art masterpieces discussed in later lessons. Paintings by such famous artists as Raphael, Leonardo and Rembrandt, sculptures by Michelangelo and Bernini, architecture by Sir Christopher Wren, woodcuts by Albrecht Durer – these are some of the topics in a course that covers the full sweep of Renaissance and Baroque art history. A book of reproductions is lent with this course.

No prerequisite

Grade 13 Art A501 The Artist's Study
This Year-5 course combines history of art and practical art. The art history deals with the period from 1800 to the present. The practical projects concentrate on drawing and painting. Students are encouraged to develop their own solutions to the problems presented, in consultation with their teacher.

Prerequisite: at least two Year-3 or Year-4 correspondence courses in Art, or equivalent

The text upon which the history of art section is based is *Art and Man,* Book 3, Holt, Rinehart and Winston, $5.50.

Business and Commerce Courses

The following twenty-lesson courses are offered.
When a course is preceded by an arrow, the course to the left, or an equivalent course, is the prerequisite.
When a course is not preceded by an arrow, there is no prerequisite.

Typewriting I TY100
This introductory course provides a student with sufficient background in typing for personal use, together with a sound foundation for further development of the skill. (The student must provide his own typewriter.) Throughout the course considerable stress is placed on the development of correct techniques for touch typing. The topics covered include the set-up and placement of material, composing at the typewriter, simple tabulation, personal letters, and basic business letters.

No prerequisite

Typewriting II TY200
This course is designed to develop and expand the skills in Typewriting I TY100. (The student must provide his own typewriter.) It reviews the basic skills and includes advanced tabulation, business letters, business forms, and duplicating methods. There is also considerable practice in composing at the typewriter and sustained copy typing. A student who completes this basic business typing course should be able to fill the position of junior typist in a business office.

Prerequisite: Typewriting I TY100, or equivalent

Office Procedures I OP300
This course covers basic office procedures and assists the student to improve his typing skill. (The student must supply his own typewriter.) The topics include methods of processing data, principles of filing, transportation services, postal facilities, legal forms, duplicating equipment and financial statements.

Prerequisite: Typewriting II TY200, or equivalent

Office Procedures II OP400
This course provides further development of typing skill and additional information on modern office procedures. It deals with secretarial techniques, business equipment, legal forms and documents, manuscripts, itineraries, and filing systems.

Prerequisite: Office Procedures I OP300, or equivalent

Accounting I AC303
This is an introductory course in accounting. Basic principles, concepts, and procedures of accounting and bookkeeping are presented. In addition to these principles, the basic use of flow charts with special application to business systems and procedures is taught.

No prerequisite

Bookkeeping II BK401
This course is designed to expand the knowledge of double-entry bookkeeping as applied to drafts, bank reconciliation, adjustments, classification and analysis of financial statements, partnerships, payroll records, voucher systems, and non-trading organizations. A student who completes it should be able to maintain a set of books for a small business or fill a junior bookkeeper's position.

Prerequisite: Accounting I AC303

Grade 13 Accountancy Practice AC503
This course teaches Canadian accounting practices. It begins with a study of some of the fundamental bookkeeping principles and develops into a detailed study of accounting procedures for a proprietorship, for a partnership, and for a limited company. Specialized procedures, such as the handling of manufacturing or departmental accounts, are studied. Considerable emphasis is placed on the theory behind accounting systems and on the accountant's use of the data supplied by each system. The course does not prepare a person to be a professional accountant; for that objective, study with a professional accounting society is required.

No prerequisite

The text is *Canadian Accounting Practice,* 2nd ed. (Leonard and Beard), McGraw-Hill Ryerson, $8.95.

Shorthand I SH300
This introductory course in Pitman shorthand covers the work in *The New Basic Course in Pitman Shorthand,* with additional transcription material supplied in the lessons. Controlled dictation is provided by means of records. The student must be able to obtain a record player capable of playing the 45 r.p.m. records that are supplied. As stenographic work requires a good background in English and typing, a student should have completed several courses in the former and at least an introductory typing course before requesting enrolment. Completion of this course provides a sound foundation for Shorthand II SH400.

Shorthand II SH400
This advanced course in shorthand is primarily a dictation and transcription course, designed to increase a student's speed in taking dictation and in producing an accurate and attractive transcript at the typewriter. Controlled dictation is provided by means of records, and the student must be able to obtain a record player capable of playing both 45 and 33⅓ r.p.m. records. The text is Pitman's *Shorthand Dictation and Transcription.* A student who has completed this course should be qualified for a position as a junior stenographer in a business office.

Prerequisite: Shorthand I SH300 and Typewriting II TY200, or equivalent

Marketing I MK300
This introductory course in marketing, written with the consumer's point of view in mind, gives the student an understanding of the various aspects of marketing, with emphasis on retail merchandising. It begins with an examination of retailing in general and then looks at the different types of stores in operation, such as the department store and discount store. The mechanics and complexities of establishing and operating a retail store are outlined under such topics as: types of store ownership, selection of location, selection of store equipment, merchandise purchasing, and pricing policies. The course concludes with a brief study of salesmanship. When the student has completed the course, he should have a better understanding of retailing and be a more careful shopper.

No prerequisite

Marketing II MK400
This course is designed to give the student an understanding of sales promotion and advertising. It relates marketing to the total economy. It covers such topics as: market research, consumer demands, advertising media, trademarks, packaging, and sales promotion. When the student has completed this course, he should be better able to recognize excellence in marketing.

No prerequisite

Business Organization and Management BO300
This introductory course is a study of the world of business. It examines the way in which businesses are owned, organized, and managed. The different forms of business ownership are studied, with emphasis on the corporate form and an examination of the problems of large corporations. The effects on business of the activities of the three levels of government are examined. The second half of the course involves a specific study of business operations–how a business is organized in preparation for production, and the complexities of the actual production process. Departments that exist in a large business, such as the finance department and the personnel department, are discussed. (The course is not intended to qualify the student as a business administrator or manager; it is designed to develop an understanding of the complexities of the business world.)

No prerequisite

Law LW400
This course is an introduction to Canadian law as it app to ordinary business and private affairs. The student ga some knowledge of his legal rights and obligations, and learns to recognize situations in which he should obtain professional legal advice. The course does not prepare to handle legal affairs. It begins with a brief considerati the origins of law, classes of law, and the administratio law and develops as a concentrated study of personal la with emphasis on the laws of contracts, negotiable instr ments, employment, and sales.

No prerequisite

Business Practice BP100
The object of this course is to give the student some bas knowledge of modern business practices and papers so he may carry out common business transactions. It is a elementary course dealing with business procedures as apply to a student's personal, social, and business life.

No prerequisite

Drafting Courses

The following courses are offered:
Drafting D100–Basic Drafting I
Drafting D200x–Basic Drafting II
Drafting D300x–Standard Drafting Practice
Drafting D302x–Introduction to Mechanical Drafting
Drafting D304x–Introduction to Architectural Drafting
Drafting D308x– Introduction to Blueprint Reading

A student without previous knowledge of drafting will begin study of the subject by completing the first-year course Drafting D100 followed by the second-year course Drafting D200x. In these two courses he will learn basic techniques and prepare for the study of drafting specialities in third- and fourth-year courses.

For mature students who have acquired some previous knowledge of drafting, either in industry or at school, the third-year Drafting D300x will provide a review of basic techniques in preparation for further third-year courses and for fourth-year courses.

Drafting D100 Basic Drafting I
This course, designed for a student without previous knowledge of technical drawing, deals with fundamental drafting procedures, the use of simple drafting equipment, and special drawing techniques. Some of the topics are: simple and multi-view drawings, theory of shape description, orthographic projection dimensioning, blueprint reading, isometric drawings, sections, pictorial views, and freehand sketching. This course is made up of ten units of instruction and twenty student assignments.

No prerequisite

Drafting D200x Basic Drafting II
This course continues the study of fundamentals begun in Drafting D100. The student is introduced to the various drafting specialities which he may elect to study in third- and fourth-year courses.

Prerequisite: Drafting D100, or equivalent

Drafting D300x Standard Drafting Practice
This course is designed for students who have acquired some knowledge of basic drafting techniques, either through industrial experience or at school, and who wish review before proceeding to courses specializing in mechanical drafting, architectural drafting, or electrical drafting. It is recommended that an applicant have at least two years of secondary school Mathematics. Through a series of practical projects and problems, the student's drafting skills and problem-solving abilities are developed. Some of the topics covered are: drafting as a graphic language, orthographic projection, lettering and dimensioning, section drawings, conventional representation, auxiliary views, pictorial drawings, and assembly drawings.

Prerequisite: Drafting D200x or industrial experience

Drafting D302x Introduction to Mechanical Drafting
This course is for students who wish to study the principles and techniques employed in the drawing of machines and their component parts. Some of the topics covered are: detail and assembly drawings, surface finish, casting design, geometric construction, cams and linkages, pictorial drawings, and the drawing of fabricated parts.

Prerequisite: Drafting D200x or Drafting D300x, or equivalent of either

Drafting D304x Introduction to Architectural Drafting
This course is for students who wish to study the principles and techniques employed in architectural drafting and design. Some of the topics covered are: principles of design, plan selection, presentation drawings, layout and working drawings, elementary study of building materials and methods.

Prerequisite: Drafting D200x or Drafting D300x, or equivalent of either

Drafting D308x Introduction to Blueprint Reading
This course is for students who have no previous knowledge or training in the reading of engineering drawings. The course consists of ten units of instruction, blueprint-reading assignments, and a final supervised test. Some of the topics covered are: third angle projections, angular dimensions, scale drawings, tolerances and allowances, steel specifications and casting designs.

No prerequisite

English Courses

The following twenty-lesson courses are offered:
English E160
English E111
English E211
English E311
English E421
Grade 13 English E521
Grade 13 English E522–Canadian Studies

The following ten-lesson, third- and fourth-year courses are offered:
English E302x–Readings in Archaeology
English E304x–Readings in Ecology
English E306x–Readings in Science Fiction
English E402x–Readings in Wilderness
English E404x–Readings in Flight
English E406x–Perspectives of Prose
English E408x–Creative Writing

A mature student who has been active in the business world or has read widely should be capable of working successfully in a third-year course in English. Even if he has done no formal work in first- or second-year English in secondary school, he may request enrolment in the course in English E311 or in any of the ten-lesson courses.

English E160
This is a basic course in English grammar and composition. It makes use of a variety of textbooks, including a speller, a novel, and language workbooks. Vocabulary study through the use of a dictionary is emphasized.

No prerequisite

English E111
Exciting stories in *Great Tales of Action and Adventure, The Cruel Sea,* and *Fahrenheit 451* form the bulk of the prose reading for this course. These works are more than tense plots: the authors have developed "philosophies" of significant personal and social values. A variety of stimulating plays and poetry selections are included in the literature section. Thought-provoking questions and creative writing assignments are designed to improve the students's ability to communicate clearly. The course lays a foundation for high-school English.

English E211
Appeal to a wide variety of interests has been a guiding principle in the choice of literature selections for this twenty-lesson, second-year course. One novel, *Pied Piper,* is set in France in 1940 and the other, *The Chrysalids,* is a projection into the future–the possible outcome of a nuclear catastrophe. Short stories of suspense, mystery, and humo an interesting selection of poetry from past to present, an plays set in Ancient Greece, France, and the United State have been included to stimulate the imagination. The lan- guage section of the course teaches the fundamentals of good writing in a simple, straightforward manner.

English E311
A varied program . . .
Enjoy exploring the world of mass media with special ref ence to print, film, and television. Express your own idea the lively discussion based on the contemporary novel, *T Kill a Mockingbird.* Choose either a group of short, recer written plays *or* a modern approach to *Romeo and Juliet* have a brief look at the theatre in Canada. Learn to write effective social and business letters and to develop your ability in creative writing.

English E421
To develop critical awareness of human relationships an improve skills in literary criticism and writing are the gen aims of this fourth-year course. The reading is varied–sh stories and essays, short and longer poems, one-act and f length dramas, the short and the full-length novel. Amon the interesting works for study are such well-known titles *Miss Julie* (Strindberg), *The Pearl* (Steinbeck), *Macbet* (Shakespeare), *Death of a Salesman* (Arthur Miller)–t last two offered as alternatives– and *Sons and Lovers* (D. H. Lawrence). The treatment given these literary w is designed to help the student to read and think critically and to write with interest and with insight. English E421 will fully serve both the student who intends to end his studies in English in Year-4 and the student who plans t on to Grade 13 or to post-secondary education.

Grade 13 English E521
A revised and up-dated course with a light look . . . For a student in Year-5, here is an interesting and valuable co The study of fine literature gives each student an oppor- tunity to evaluate, to compare, to express his own ideas, to develop his writing skills. For additional enjoyment in reading, copies of contemporary novels are available fo borrowing. Required texts are:

An Anthology of Verse (Charlesworth and Lee), Oxford University Press, $2.95
Techniques of Good Writing (Ford), Book Society of Canada, $4.25
Hamlet – Falcon Edition (Shakespeare), Longman Canada, $2.25
A Farewell to Arms (Hemingway), School Book Fairs, $2.95
Madwoman of Chaillot (Giraudoux), McGraw-Hill Ryerson, $1.70

Grade 13 English E522 Canadian Studies
What is a Canadian? What do we think of our country? What is it like to be born in this land or to come to it as a new Canadian? How have our best writers answered these questions? Callaghan, Atwood, Roy, and Richler are among the prize-winning authors whose works bring into sharp and entertaining focus the Canadian experience. The student will meet them, together with a host of other Canadian writers in a course designed for the reader who wants to know more about our country's literary heritage. Basic texts for the course are:

Canadian Literature (Mickleburgh), McClelland & Stewart, $3.95
Poets of Contemporary Canada (Mandel), McClelland & Stewart, $2.95

English E302x Readings in Archaeology
This course consists of readings, in prose and poetry, on the theme of archaeology. The course is recommended for mature students who have a particular interest in past civilizations and archaeological discoveries. Three main civilizations are examined: the Minoan Crete, the Mayan, and the Viking. Writing skills are developed.

English E304x Readings in Ecology
Man's vital need to live in harmony with his environment is the theme of this course of readings on overpopulation, pollution, and the wastage of our natural resources. The student develops writing skills through assignments that encourage him to express his opinions on these vital issues.

English E306x Readings in Science Fiction
This course presents a lively survey of science fiction from Jules Verne to Arthur C. Clarke, concentrating on such modern works as Clarke's *2001: A Space Odyssey* and Ray Bradbury's *Fahrenheit 451*. These works, which are a unique blend of thought-provoking themes and projections into the future, provide the basis for a study of literary forms and the exercise of good writing skills.

English E402x Readings in Wilderness
Is our wilderness truly a dwindling heritage? If so, why is it being diminished, and by whom? Should we try to save some of it? How? Some of the answers that men and women of various times and places have suggested to these vital questions are presented in this course of prose and poetry readings. Students are encouraged in self-expression.

English E404x Readings in Flight
From Leonardo Da Vinci's Flying Machine (1452) to the moon-walk, this ten-lesson course chronicles man's adventures in flight. First-person accounts by early flyers and illustrations of aircraft supplement the exciting novels in the course. The readings serve as a stimulus to the development of writing skills.

English E406x Perspectives of Prose
Have you ever been stirred by reading a dynamic or intellectually stimulating article and wondered how its effect was achieved? This ten-lesson course examines the perspectives from which some important figures view various aspects of our contemporary world, what they say and how they say it, in essays, radio talks, newspaper columns, or literary studies. Northrop Frye, Robert Graves, E. M. Forster, Arnold Toynbee, Joseph Wood Krutch, Archibald MacLeish and John Ciardi are among the academically prominent whose works are considered. The course gives the student perspective as he considers the skills of the writer's art and learns to read with understanding and relish. The lessons challenge the student's critical ability and develop an awareness of creative give-and-take between writer and reader.

English E408x Creative Writing
If you have the urge to write or are interested in examining writing techniques or in improving your style, the models and assignments in this course will be useful to you. While the course has been structured to meet several kinds of writing needs and to develop certain writing skills, the creative writing assignment in each lesson offers scope for personal expression. In addition, reading selections included to help you appreciate various writing styles may extend your reading interests. English E408x will give you the opportunity to increase your pleasure in reading, to exercise your thoughts and imagination, and to bring force and clarity to your writing.

Cours de français

Les cours de français destinés aux étudiants francophones comprennent vingt leçons chacun et correspondent aux cours du programme avancé.

La liste comprend les cours suivants:
Français f151
Français f251
Français f351
Français f451
Français f561

Français f151
Ce cours s'adresse aux élèves qui ont complété le programme de la huitième année du cours élémentaire en langue française, ou l'équivalent. Chacune des vingt leçons de ce cours se développe autour d'un thème, la composition et la grammaire s'y rapportant directement. La partie littérature permettra aux élèves de faire connaissance avec les grands auteurs des littératures française et canadienne-française. Le programme offre l'étude des ouvrages suivants: *Lettres de mon moulin* (Daudet), *Le Lion* (Kessel), *Le Voyage de M.Perrichon* (Labiche). Ce cours donne aux élèves la préparation nécessaire au cours de français f251. Les élèves de langue anglaise qui lisent, écrivent et parlent couramment le français au niveau de la huitième année peuvent s'inscrire à ce cours s'ils le désirent.

Français f251
Ce cours s'adresse aux élèves qui ont complété le cours de français f151 ou l'équivalent. Outre l'étude de nombreux morceaux choisis de prose et de poésie des littératures française et canadienne-française, le programme offre l'étude des ouvrages suivants: *Maria Chapdelaine* (Hémon), *Contes du lundi* (Daudet), *Il ne faut jurer de rien* (Musset). Ce cours donne aux élèves la préparation nécessaire au cours de français f351.

Français f351
Ce cours s'adresse aux élèves qui ont complété le cours de français f251 ou l'équivalent. Outre l'étude de nombreux morceaux choisis de prose et de poésie des littératures française et canadienne-française, le programme offre l'étude des ouvrages suivants: *L'Avare* (Molière), *Le Grand Meaulnes* (Fournier), *Zone* (Dubé). Ce cours donne aux élèves la préparation nécessaire au cours de français f451.

Français f451
Ce cours s'adresse aux élèves qui ont complété le cours de français f351 ou l'équivalent. Chacune des vingt leçon de ce cours comprend deux parties: A–Etude de textes, B–Etude de la langue et de ses éléments. Outre l'étude d nombreux morceaux choisis de prose et de poésie des littératures française et canadienne-française, le progran offre l'étude des ouvrages suivants: *Le Cid* (Corneille), *Cyrano de Bergerac* (Rostand), *Vol de nuit* (Saint-Exupéry). Ce cours donne aux élèves la préparat nécessaire au cours de français f561.

Français f561
Ce cours s'adresse aux élèves qui ont complété le cours de français f451 ou l'équivalent. Le programme offre l'é d'ouvrages classiques et modernes comprenant des pièc de théâtre: *Andromaque* (Racine), *Topaze* (Pagnol), des romans: *Les Saints vont en enfer* (Cesbron), *Rue Deschambault* (Gabrielle Roy) et des morceaux choisis prose et de poésie. La partie Etude de la Langue offre l'étude de la syntaxe et quelques notions de phonétique. L'élève acquerra la maîtrise de la langue parlée et écrite comme instrument de communication, avantage apprécia tant au point de vue professionnel que culturel. Les man à l'étude sont les suivants:

Andromaque (Racine), Les Petits Classiques Bordas, $
Topaze (Pagnol), Livre de Poche no 294, $1.80
Les Saints vont en enfer (Cesbron), Livre de Poche no 2301-02, $1.80
Rue Deschambault (Gabrielle Roy), Edition ordinaire, $3.25
Initiation à la phonétique (R. Bergeron), $1.80
Précis de grammaire française (Grévisse), $2.75

Vous trouverez, sans doute, les manuels ci-dessus mentionnés dans une librairie de votre localité. Cependa au cas où vous auriez de la difficulté à vous les procurer, peuvent s'obtenir à l'adresse suivante: Le coin du livre, 263 rue Dalhousie, Ottawa, Ont., K1N 7E3. Ayez soin vous procurer les éditions indiquées ci-dessus afin de po voir vous reporter aux références mentionnées dans le c

French Courses

These courses are designed principally for students whose first language is English and who wish to begin or continue their study of French as a second language.

The following twenty-lesson courses are offered:
French F101
French F201
French F301
French F401
Grade 13 French F521
Grade 13 French F522

The following ten-lesson course is offered: F111x

French F111x
Many adults wishing to take up work in French have completed at least two years of formal study in French in secondary school or have studied in another system. Such a student often has forgotten vocabulary and elementary grammar but could recall the essentials through a short review. Instead of working through the forty lessons of F101 and F201, he may take this ten-lesson refresher course based on the textbook *Premières Années de Français*. This course enables the student to proceed to French F301 or to French F401 if he already has the equivalent of F301.

French F101
This course is designed for students who have had no formal training in French and who wish to establish the basis for further study of French. The textbook used is *Premières Années de Français*. Records for help with the spoken language are supplied.

French F201
This course continues the study begun in French F101 and completes the textbook *Premières Années de Français*. Simple authors texts are included in the course. Practice in oral work is continued.

Prerequisite: French F101, or equivalent

French F301
This course covers Lessons 1 to 12 in the textbook *Cours Moyen, Part 1*. An authors text is assigned for intensive reading and two easy texts for reading for comprehension. Practice in conversational French is conducted through records lent to the student.

Prerequisite: French F201, or equivalent

French F401
Lessons 13 to 26, *Cours Moyen, Part 1,* are covered in this course. One text is assigned for intensive reading and one for extensive reading for comprehension. Additional reading is recommended. Exercises in oral comprehension and conversational French are provided through a series of records supplied with the lessons.

Prerequisite: French F301, or equivalent

Grade 13 French F521
This course in advanced French combines authors (short stories and a modern play) and composition (explanation, study, and drill) in alternating lessons. It includes sight reading and provides practice in the spoken language through the use of records.

Prerequisite: French F401, or equivalent

The texts are: *Cours Moyen, Part I* (Jeanneret, Hislop and Lake), Clarke, Irwin, $3.95
Cours Moyen, Part II (Jeanneret, Hislop and Lake), Clarke, Irwin, $3.95
Contes Choisis de Guy de Maupassant, C.I. Edition, Clarke, Irwin, $1.80
Hier, les enfants dansaient (Gratien Gélinas), collection Théâtre Canadien, Hachette Libraries, $2.95

Grade 13 French F522
This enrichment course should appeal especially to students who intend to continue their study of French beyond secondary school. It presupposes mastery of secondary school French grammar and composition. It provides guidance in the appreciation and critical study of French literature and stresses the development of good style in writing French. It includes records for practice in the spoken language. Students may study French F521 and French F522 concurrently.

Prerequisite: French F401, or equivalent

The texts are: *Rue Deschambault* (Roy), University of Toronto Bookstore, $3.55
Le Bourgeois Gentilhomme (Molière), Copp Clark, $1.95
Tartuffe (Molière), Edition Bordas, University of Toronto Bookstore, $ .75
French for Oral and Written Review (Carlut-Meiden), Holt, Rinehart and Winston, $7.65 (hard cover), $6.05 (paper)

Geography Courses

The following twenty-lesson courses are offered:
Geography G101
Geography G201
Geography G300
Geography G301
Geography G400
Geography G401
Urban Studies G403
Grade 13 Geography G503

The following ten-lesson third-year course is offered:
Geography G311x–Fundamentals of Physical Geography

A mature student may request enrolment in any of the third- or fourth-year courses, even if he has done no work in first- or second-year Geography.

Geography G101
This course focuses on Australia and New Zealand, Antarctica, Africa, and the British Isles. Land forms, agriculture, vegetation, climate, manufacturing, and indigenous populations are all examined. The course provides a survey of contrasting modes of living. The texts are *The Canadian Oxford School Atlas* and *Lands Overseas*.

No prerequisite

Geography G201
This course examines the two continents of Europe and Asia. These are combined into one large area, Eurasia, principally because the most important nation under study, the Union of the Soviet Socialist Republics, stretches across both continents. The populations and topographies of individual European and Asiatic countries are examined separately and in detail. The course seeks to foster a sympathetic understanding of problems which may often seem remote to Canadians. A newly revised text with coloured maps and illustrations helps to make this an interesting and up-to-date course. Illustrative material will also be provided with many lessons. The texts are *The Canadian Oxford School Atlas* and *Through Europe and Asia* (Revised Edition).

No prerequisite

Geography G300
This course, subtitled *North American Regional Studies,* places major emphasis on the various geographic regions Canada and their economic interdependence. However, the influence of geographic factors on the economic relat ship of Canada and the United States forms an important part of the material of the course. In addition, regional ar local topics such as land-use methods, forestry procedur tourism, life in the Arctic, and resources are studied. The texts are *The Canadian Oxford School Atlas* and *Lands of Change*.

No prerequisite

Geography G301
This course divides the study of geography into two area Physical Geography and Human Geography. Map readi the examination of aerial photographs, the nature of vari terrains to be found on the earth, and weather and climat are all parts of Physical Geography. This section contain much information of a technical nature. Human Geogra examines the way in which man adjusts to his environme and uses available resources. Problems of rural and urba development are examined in this section of the course. texts are *The Canadian Oxford School Atlas, Geograph Fundamentals,* and *Land, Climate and Man*.

No prerequisite

Geography G311x Fundamentals of Physical Geograph
This course is designed to provide, in ten lessons, geogra skills and knowledge necessary for more advanced geog phy courses, including G503. Special attention is given t the reading and interpretation of topographic maps and photographs. Terms used in geographic analysis are discussed and explained. Other topics included are: earth

structure, rock structure, continental drift, land forms created by running water and by wind, elements of climate, climatic classification, natural vegetation, and soils. The texts are *Physical Geography* and *Every Square Inch.*

No prerequisite

Geography G400
The prime concern of this course, subtitled *Environmental Studies,* is the importance of the conservation of natural resources. Soils, forests, lakes and rivers, minerals, and wildlife are all considered vital resources for the continuation of life. The methods by which man may use wisely and renew the resources of his environment are closely examined. In addition to these topics, the lessons of this course require students to work with topographical maps and weather maps. The texts are *The Canadian Oxford School Atlas* and *Landscapes of the World.*

No prerequisite

Geography G401
This Year-4 course requires knowledge of the fundamentals of both Physical and Human Geography. It examines such problems as political boundaries, overpopulation, and the relationship between a metropolis and its rural surroundings. Selected areas in the United States, Europe, and Asia and related topographic maps and aerial photographs are examined. The texts are *The Canadian Oxford School Atlas* and *Selected Studies in Regional Geography.*

Urban Studies G403
This course examines some of the causes and consequences of the modern urban movement as well as the nature of cities, which for most of us have become the home environment. This is an Urban Studies course designed for Canadians and references are made to various Canadian cities as examples throughout the course. Units I and II introduce the topics and problems of urbanization. Unit III examines the smaller settlements of southern Ontario, while Unit IV is a study of Toronto as an example of a large urban area. The last lesson of the course provides the student with an opportunity to examine his local area or to do research on the Mid-Canada Development Corridor. The texts are *Urban Prospects, Patterns of Settlement in Southern Ontario,* and *Toronto: An Urban Study.*

Grade 13 Geography G503
Canada's geography is a dynamic one. In less than a generation Canada has been transformed from a country of farmers, miners, fishermen, and woodsmen to one where urbanization and industrialization occupy key positions in our present economy and in our future prosperity. Yet Canada is a diverse nation with many different regions, each with its own distinctive characteristics and problems. It is the intention of this course to involve the student in a deeper understanding of Canada and its operation as a collection of regions which together make up this country. Resources for study include a recent text, a book of readings, and numerous up-to-date references, together with air photographs and topographic maps.

Prerequisite: Geography G301 or Geography G311x, or equivalent

The texts are: *Canada: A Regional Analysis* (Putnam and Putnam), J.M. Dent and Sons, $7.50
Readings in Canadian Geography (Irving), Holt, Rinehart and Winston, $5.50

Grade 13 German GR501
This course in advanced German is designed to present a balanced program of language skills. The main stress of the course will be on senior grammar study and on reading and writing modern German. Reading materials include social and cultural topics important in post-war Germany. The student will have the opportunity to work with records and cassettes to develop ability with the spoken language.

The texts are: *A-LM German,* Level Three, 2d ed., Longman Canada, $6.40
Student Exercise Book for A-LM German, Level Three, 2d ed., Longman Canada, $2.00

History and Social Science Courses

The following twenty-lesson courses are offered:
History H200
History H201
World Politics WP300
History H301
History H305 (available January 1974)
Man in Society MS400
Economics EN400
History H401
Grade 13 History H501
Grade 13 Economics EN501

The following ten-lesson courses are offered:
History H203x
History H205x

A mature student may request enrolment in any of the Year-3 or Year-4 courses–History H301, History H305 (available January 1974), History H401, World Politics WP300, Economics EN400, Man in Society MS400–even if he has done no work in first- or second-year History.

History H200
Two centuries of Britain's history–from 1760 to the present –are surveyed in this twenty-lesson course: the rise and fall of Britain's empire, the Industrial Revolution and its far-reaching effects, the struggle for political and social rights, the role of Britons in two world wars, the rise of the Commonwealth, and Britain's technological development. This course is similar to the Year-1 History course offered in many schools of the province. The texts are *The British People, 1760-1902* and *Britain in the Modern World: The Twentieth Century*.

History H201
This course surveys many of the dramatic events and personalities in Canadian and American history, from the turn of the century to recent times. Included is the story of Canada's economic development in the early 1900's, Canada in World War I, the "roaring twenties", the Depression of the thirties, Canada in World War II, and post-war North America. Some aspects of the operation of Canadian government are also examined. *Decisive Decades* and *Canadian Democracy at Work* are the texts.

Note: Students enrolled in H201 may not take H205x.

History H203x
What are the key public issues in Canada today? Foreign ownership? National unity? Unemployment? Immigratio How does one begin to understand such important issues? This ten-lesson course offers one approach. It focuses on one issue–Canadian national unity–in both its contempor (the FLQ crisis, 1970) and historical (the Riel Rebellion settings. The skills developed in analysing the issue of national unity should enable the student to examine other issues independently. There is no textbook with this cour the readings have been compiled from pamphlets, articles and newspaper clippings.

History H205x
There is an old saying that "in life two things are certain: death and taxes." To this statement we could add a third certainty: government. Government influences all of us. how much do you know about how Canada is governed? This ten-lesson course examines the fundamentals of our federal system and provides a valuable base of informatio for understanding its operation. *Canadian Democracy at Work* is the basic textbook. Photographs and additional information are provided in each lesson to supplement th prescribed text.

Note: Students enrolled in H205x may not take H201.

World Politics WP300
This course discusses the organization of government; aspects of Naziism, communism, and democracy; the rol of the individual in government; the "third world"; the origins and impact of war; the meaning and growth of nationalism and internationalism; and future prospects. Readings and illustrations are included in the lessons. Th text is *Inside World Politics*.

History H301
Unit I examines the ancient history of Greece and Rome Unit II focuses on some of the mainstreams of medieval history–feudalism, the influence of Roman Catholicism, conduct of business, the Renaissance, the growth of Prot tantism, and the beginnings of the modern nation state. Pamphlets, documents, and illustrations supplement the text *The Enduring Past*.

Note: Students enrolled in H301 may not take H305.

History H305 (available January 1974)
Our heritage from the medieval and Renaissance worlds the theme of this course which examines various aspects Western European development from the declining year of the Roman Empire to the era of the Renaissance and Reformation, covering the centuries from approximately 400 A.D. to 1600 A.D. Studies will include the interior

and exterior forces that shaped European development during this turbulent period of history and an examination of the great events and institutions of medieval and Renaissance Europe. The texts are *The Emergence of Europe, Civilization in Perspective,* and *Renaissance and Reformation* (Unit I of *Europe and the Modern World*).

Note: Students enrolled in History H305 may not take History H301.

Man in Society MS400
The aim of this course is to lead you to an understanding of some of the institutions and forces in contemporary life, to enable you to make an assessment of your relationship to the society in which you live, and to provide some understanding of other societies. The character of man, his aggressiveness, his prejudices, his culture, his roles, and his 'races' are examined in the first ten lessons. The last half of the course studies the problems of man and the institutions of our own society and the impact of technology on the modern world which is turning our planet into a "global village". The text is *A Social View of Man.*

Economics EN400
Should the Canadian economy be merged with that of the United States, or made more independent? What causes inflation and unemployment? Can the cycle of ups and downs in the economy be modified? Would Canada's economic position improve with a larger population? Does Canada need a more generous system of social security or is the present system too generous? Through an examination of these and other important questions, the student gains knowledge of the principles of modern economics. The texts are *Economics: A Search for Patterns* and *Contemporary Canada: Readings in Economics.*

History H401
This course considers the significance of individuals, ideas, events, and institutions in the history of the world from the 17th century to the present day. Personalities such as Voltaire, Napoleon, Bismarck, Churchill, and Mao Tse-Tung, ideas such as socialism, Marxism, Naziism, and democracy, events such as the French and Russian revolutions, wars, both "hot and cold", and institutions such as the United Nations form the core of the study. Asian issues and the problems of the "third world" are also discussed. Pamphlets and documentary readings supplement the text *Modern Perspectives.*

Grade 13 History H501
Many of the main issues of American and Canadian history from the time of the organization of government to the present day are examined in this course. Topics in United States history include the revolution and the constitution, Jacksonian democracy and American territorial expansion, the Civil War, and American foreign policy to 1970. Canadian topics cover British North America prior to 1867, Confederation, Macdonald, Laurier and Borden, Canada in the 1920's and 1930's, and post-World War II political and domestic developments. Picture and reading inserts complement the text of the lessons.

Prerequisites: History H301 or History H305, or World Politics WP300, or History H401, or Economics EN400, or equivalent

The texts are: *The North American Nations* (McInnis), J. M. Dent and Sons, $4.15
Canada and the United States (Cook and McNaught), Clarke, Irwin, $5.25
Two Democracies (Farr, Moir, and Mealing), McGraw-Hill Ryerson, $4.75

Grade 13 Economics EN501
This is a course in economic reasoning which offers not solutions but tools and methods for the analysis of economic problems. The course concentrates on problems of economic policy that affect economic growth, stability, and security. Pure economic theory is avoided as much as possible in order to focus on the *reality* of what is happening today – to see economics as one aspect of our present social structure and to realize the interrelation of economic problems, social issues, and political decisions. Students are encouraged to defend *reasoned* positions on current controversial public policy issues.

Although this course requires no specific prerequisite, the student should have completed a Year-4 course in either History, Economics, or English, or have some equivalent educational background to provide him with the reading and writing skills necessary for its successful completion.

The texts are: *The World of Economics* (Macdonald, Silk, and Saunders), McGraw-Hill Ryerson, $6.95
Canadian Ecomomic Issues: Introductory Readings (Edited by I.-D. Pal), Macmillan of Canada, $5.95 (paperback)

Latin and Classical Studies Courses

The following courses are offered:
Latin L201
Latin L301
Classical Studies L312x
Latin L401
Grade 13 Latin L521
Grade 13 Latin L522

Each of the courses in Latin has twenty lessons. With the exception of L312x, each is valued as one credit. No knowledge of Latin is necessary for enrolment in the ten-lesson course in Classical Studies.

Latin L201
No previous knowledge of Latin is required for enrolment in this course. It teaches the student to read simple passages in the original language and gives considerable practice in the recognition of word roots. Word study improves the student's facility with the English language. The course is based on *Latin for Canadian Schools: A New Approach* and on a resource text describing life in ancient Rome. It provides essential preparation for further study in the classics to Grade 13. A recording that demonstrates pronunciation and oral reading is available.

Latin L301
This course offers the student an opportunity to become familiar with Latin forms on which at least sixty per cent of the words in the English language are built. With the background of Latin L201 or its equivalent, the student is ready to read more challenging passages in the original language. In addition to the textbook *Latin for Canadian Schools: A New Approach,* there is a resource text, *S.P.Q.R.*, and a pocket-size reader. Practice in pronunciation and assistance with oral reading is provided by means of a record.

Prerequisite: Latin L201, or equivalent

Classical Studies L312x
This course explores our cultural heritage through a stud the past. The student is encouraged to explore with the archaeologist some of the ancient sites of Greece, Crete, Egypt. The course provides an introduction to the origin language, to Latin for beginners, and to Latin in English usage. It offers an opportunity for imaginative and creati work, and is appropriate for both language and non-language students.

No prerequisite

Latin L401
The object of this course is to give the student an opportu to read more widely in the original language and to adva his knowledge of its structure. Short reading selections i duce him to the masters of Latin prose and poetry. The emphasis of this course is placed on reading Latin literat for comprehension and for a better understanding of the daily life and social customs of the ancient Romans. The source booklet supplied with the course is intended to stimulate interest in the extensive archaeological researc now being carried on throughout many parts of the Med ranean world.

Prerequisite: Latin L301, or equivalent

Grade 13 Latin L521
This course, entitled *A Survey of Classical Literature,* in cludes selections from Cicero, Caesar, Virgil, Catullus, Horace which are read in the original as well as in transl tion. It presents familiar passages from the Old and New Testaments and from Latin poems written in the Middle Ages, primarily the Carmina Burana collection. Empha placed on reading for comprehension, for content, and f an appreciation of the culture and life styles of the times Language structure is reviewed and related to the literat

Prerequisite: Latin L401, or equivalent

The texts are: *A New Latin Reader* (M.P.O. Morford) Longman Canada, $3.05
Cicero on Himself (N. Fullwood), Clarke, Irwin, $1.5(
Latin Poetry Selections for Grade 13 (Breslove *et al.*), Thomas Nelson, $3.95
Our Latin Legacy, Book 2, Part 2 (Taylor, Prentice, an Maynard), Clarke, Irwin, $3.75

Mathematics Courses

Grade 13 Latin L522
This course presents a new approach to Grade 13 Latin. It focuses attention on the literary merits of classical literature. Guidance and direction in the study of classical literature is given through a critical appraisal of selected writings, which include Cicero's *Verrine Orations* and the Dido-Aeneas episode from Virgil's *Aeneid*. The student also learns to appreciate the poetry and prose of other writers of classical times by reading some of their works in translation and some of them in the original language. Language structure, or basic grammar, is reviewed and practised whenever it is useful to the student for the comprehension of reading selections.

Prerequisite: Latin L401, or equivalent

The texts are: *Latin Prose Selections for Grade 13* (Breslove *et al.*), Thomas Nelson, $3.95
Latin Poetry Selections for Grade 13 (Breslove *et al.*), Thomas Nelson, $3.95
The Roman Way (Edith Hamilton), George J. McLeod, $1.60
Latin Composition for Grade 13 (Breslove), Gage Educational Publishing, $4.00, or *Our Latin Legacy,* Book 2, Part 2 (Taylor, Prentice, and Maynard), Clarke, Irwin, $3.75

The three series of courses available in this subject area are described on the following pages.

1. ***Series A***
Mathematics M111x – Basic Course in Modern Approach Mathematics
Mathematics M101
Mathematics M201
Mathematics M303
Mathematics M403
Grade 13 Mathematics M511 – Mathematics of Investment
Grade 13 Mathematics M521 – Relations and Functions
Grade 13 Mathematics M522 – Calculus
Grade 13 Mathematics M523 – Algebra

Series A is designed for students who wish one or more of the following:
a) preparation for the study of mathematics in Grade 13 and possibly beyond
b) courses that are theoretical rather than practical
c) insight into the modern approach in mathematics
d) challenging courses designed for students who are strong in mathematics

The student who has studied traditional mathematics in secondary school and who wishes to study courses in Series A requiring a knowledge of modern mathematics should begin by selecting Mathematics M111x. Mathematics M511 and Mathematics M522 do not require a knowledge of modern mathematics.

Mathematics M111x
This ten-lesson course presents some of the basic aspects of modern approach mathematics, either for personal interest or as the basis for further study in this series at a higher level. The topics dealt with include basic sets and set notation, operations with integers, rationals, number properties, number lines, set builders, ordered pairs, Cartesian products, and Venn diagrams.

Mathematics M101
This is the beginning of the series in modern approach mathematics leading to study of Grade 13 work. It covers the following topics: basic algebra from a modern viewpoint, number properties, and an introduction to geometry.

Mathematics M201
Topics dealt with in Mathematics M101 are re-examined and enlarged. Other topics studied include: relations, systems of equations, and geometry.

Prerequisite: Mathematics M101, or equivalent

Mathematics M303
Topics dealt with in Mathematics M201 are re-examined and expanded. Other topics include: real numbers, linear equations, trigonometry, analytic geometry, and ratio.

Prerequisite: Mathematics M201, or equivalent

Mathematics M403
This course prepares a student for Grade 13 work. Topics from Mathematics M303 are further developed and the following topics introduced: relations, functions, and quadratic equations.

Prerequisite: Mathematics M303, or equivalent

Grade 13 Mathematics M511 Mathematics of Investment
This is an intensive course which will be of interest to students who wish to learn the fundamentals of financial calculations involved in banking, annuity or bond purchases, home financing, and consumer credit in general. Topics include: calculative devices, interest and discount, annuities, bonds, mortgages, monthly payment plans for houses and automobiles, depreciation, capitalization, borrowing of money, and calculation of interest rate. A knowledge of modern approach mathematics is not required for this course.

Prerequisite: Mathematics M403 or Mathematics M400, or equivalent
No textbook is required.

Grade 13 Mathematics M521 Relations and Functions
Earlier work on functions and relations is enlarged upon with emphasis on the unifying concept of mapping. Topics include: notation, classification and properties of functions, sequences and series, compound interest, annuities, instalment buying and consumer credit, trigonometry, definition and discussion of conics, and plane transformations and their application to second degree relations.

Prerequisite: Mathematics M403, or equivalent
No textbook is required.

Grade 13 Mathematics M522 Calculus
Topics studied include: an intuitive discussion of a limit slopes and rates of change; derivatives, including the der tive of a product and quotient; chain rule; applications t motion; maximum and minimum problems; functions w given derivative; indefinite integral; areas and definite in gral; volumes of revolution; polar co-ordinates and com numbers. A knowledge of modern approach mathemati not required for this course.

Prerequisite: Mathematics M403 or Mathematics M40 equivalent of either

The text is *Elements of Modern Mathematics: Calculus* (Del Grande *et al.*), Gage Educational Publishing, $5.9

Grade 13 Mathematics M523 Algebra
The topics covered are: set theory, principles of countin permutations and combinations, mathematical inductio the binominal theorem, probability, vectors with geome cal and physical applications, vectors and the Cartesian co-ordinate system, and matrices used to solve equation

Prerequisite: Mathematics M403, or equivalent

The text is *Algebra 13* (Coleman *et al.*), 1966 ed., Gage Educational Publishing, $6.75

2. *Series B*
Mathematics M100
Mathematics M200
Mathematics M300
Mathematics M400
Grade 13 Mathematics M511 Mathematics of Investm
Grade 13 Mathematics M522 Calculus

Series B is designed for students who wish one or more the following:
a) mathematical background of a general nature but n preparation for university mathematics
b) preparation for a trade-training or apprenticeship program
c) upgrading in technical mathematics
d) knowledge of algebra and trigonometry
e) preparation for post-secondary courses, admission t which does not require a background in modern mathematics
f) preparation for the Grade 13 courses Mathematics Investment M511 or Calculus M522

Mathematics M100
This course should appeal to individuals who have com pleted at least elementary school arithmetic and who w to apply their knowledge to the world of science and

industry. Basic arithmetic is reviewed and applied to the study of the measurement of distance, area, and volume in both the English and metric systems. The course concludes with an introduction to algebra.

Mathematics M200
This course is of particular interest to tradesmen who wish to acquire some knowledge of technical mathematics. Basic algebra is reviewed, and work on formulas and word problems is included. Additional topics are: graphing, shop calculations, gear and pulley speeds, basic geometry, mensuration, and introduction to trigonometry.

Mathematics M300
Students selecting this course should have a working knowledge of basic algebra. The algebra covered in M200 is reviewed and extended to include more difficult problems. Additional topics are: ratio and proportion; variation; logarithms; slide rule; area and volume of cylinders, cones, pyramids, prisms, and spheres.

Mathematics M400
Students who undertake this course must have completed a mathematics course that included algebra. The following topics are presented: introduction to the number system; arithmetic of irrational numbers; quadratic equations and their application to problems; functions; relations with emphasis on graphing; basic trigonometry extended to include the solution of oblique triangles; elements of statics, including vectors, moments, composition and resolution of forces, centre of gravity and friction.

Grade 13 Mathematics M511 Mathematics of Investment
See description on page 30

Grade 13 Mathematics M522 Calculus
See description on page 30

3. ***Series C***
Mathematics M160 Basic Arithmetic
Mathematics M250
Mathematics M350
Mathematics M450

Series C is designed for students who wish one or more of the following:
a) better understanding of arithmetic
b) more skill in computations
c) knowledge of how mathematics is used in our daily lives particularly in business transactions
d) upgrading in commercial mathematics
e) standing in mathematics up to and including Year-4 but not beyond
f) courses adapted to students who find mathematics difficult
Note: Students wishing to prepare for post-secondary accountancy training should study in Series A or Series B.

Mathematics M160 Basic Arithmetic
This course has been prepared to allow adults to "go back to the beginning" in mathematics. There are careful explanations and numerous examples of the addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. The percentage form and its uses are studied in detail. Considerable practice is given in each topic. Completion of this course provides background for further studies in mathematics at the secondary school level.

Mathematics M250
This course could be undertaken by a student who knows how to work with whole numbers, fractions, decimals, and percentages. The aim is to improve accuracy and speed in computations and to develop the ability to solve certain types of practical problems. Business topics include: interest, discount, banking, invoicing, profit, and loss.

Prerequisite: Mathematics M160, or equivalent

Mathematics M350
Topics dealt with include: buying an automobile, instalment buying and selling, buying and selling real estate, insurance (life, fire, and property), buying and selling on commission, preparation of payrolls, and practical measurements.

Prerequisite: a second-year course in secondary school mathematics

Mathematics M450
The course is concerned with these topics: income tax procedure, compound interest, buying and selling stocks and bonds, foreign exchange, excise taxes and customs duties, an introduction to computers, and an introduction to statistics.

Prerequisite: a second-year course in secondary school mathematics

Science Courses

The following twenty-lesson courses are offered:

General Science:
Science SC101
Science SC201
Science SC203

Geology:
Geology GL300

Physics:
Physics P300
Physics P301
Grade 13 Physics P501

Chemistry:
Chemistry C400
Chemistry C401
Grade 13 Chemistry C501

Biology:
Biology BY400
Grade 13 Biology BY501

Although some previous work in secondary school science is a definite advantage for students wishing to undertake third- or fourth-year courses, students who have no such previous training may request enrolment in any of these courses – Geology GL300, Physics P300, Physics P301, Chemistry C400, Chemistry C401, Biology BY400.

For many of the science courses, kits containing laboratory equipment and chemicals are lent to students to enable them to perform experiments. Biological specimens are supplied for observational work. (Kits containing chemicals cannot be supplied to students living outside Canada or to persons living at points in Canada serviced only by airmail.)

Science SC101
The first ten lessons of this course introduce the student to the science of biology. He studies the way in which plant and animal cells are built and the way in which they perform their functions; the structure and life history of animals that lack backbones (invertebrates); the structure and life history of animals that have backbones (vertebrates); the structure and function of some important organ systems in man. The last ten lessons of the course introduce the student to the science of physics. He studies sound – how it originates, travels and is measured; pressure transmission in liquids and gases; how temperature is measured; and, finally, some properties of solids, liquids, and gases.

Science SC201
This second-year course continues the study of biology a physical science. Topics in the biology section include: t structure and life history of flowering plants; the structu and life history of non-flowering plants; an introduction the study of heredity; an introduction to the study of the tionship of plants and animals to their environment. To in the physics section include: force, work, energy and power, heat, light and electricity. Chemical energy is studied in the final lesson.

Science SC203
This second-year course which concentrates on physical science will be of interest to students who plan careers in manufacturing and industry. It provides experience in p forming scientific experiments and training in making sc tific observations and drawing conclusions. Topics studi in physics are: force, energy, power, heat and its transfe lubrication, sound, electrostatics, and current electricity Topics studied in chemistry are: the composition of mat mixtures, solutions, combustion and fire-fighting, and corrosion.

Geology GL300
This introductory course emphasizes the practical aspec of geologic study – the interpretation of geological maps examination of rock, mineral, and fossil specimens; the ing of rock samples in the field; and the practice of maki geologic observations. The course begins with a study o work of the geologist and the methods he uses in the fiel then explores the earth around us, above us, and below materials of the earth's crust; internal geologic processe their consequences; the earth's external energy at work time and geology. The geologic structure, landscape fea tures, and natural resources of Canada, and of Ontario particular, are examined and discussed.

Physics P300
This course will be of interest to students whose objectives do not require them to go on to more advanced work in physics. Topics studied are: measurement and use of measuring instruments, mechanics of fluids (volume, density, pressure), simple machines, motion and laws of motion (speed, acceleration, force, friction, etc.), electricity and magnetism, light (reflection, refraction, illumination, polarization), heat (changes of state, heat of fusion, heat of vaporization). Practical applications of all topics studied are considered wherever feasible.

Physics P301
This course teaches the fundamental principles and modern developments of physics and prepares a student for Grade 13 Physics P501. Topics studied are: Mechanics – measurement, motion and force, work, energy and power; Vibrations and Wave Motions – wave phenomena, sound, light; Electricity – electrostatics, current electricity, electromagnetism; Modern Physics – electronics, atomic structure, nuclear physics.

Grade 13 Physics P501
This course presents physics not as the study of a body of facts but as a continuing process by which man seeks to understand the nature of the physical world. Topics studied are: Time, Space and Motion – fundamentals of measurement, functions, motion along a straight-line path, motion in space; Optics and Waves – how light behaves, the particle model of light, waves propagated in two dimensions, interference; Mechanics–law of inertia and Newton's law, motion in the earth's gravitational field, universal gravitation law and the solar system, momentum and the conservation of momentum, work and kinetic energy, potential energy; Electricity and Atomic Structure – electric forces and electric charges; energy and motion of charges in electric fields, electric field and electric potential, the electromagnetic spectrum, Rutherford's model of the atom, photons, matter waves, energy levels, energy levels of hydrogen.

Prerequisite: Physics P301, or equivalent

The texts are: *PSSC: Physics,* 1965 ed., D.C. Heath, $8.65 plus $.90 postage and handling
PSSC: Laboratory Guide, 1965 ed., D.C. Heath, $3.30 plus $.65 postage and handling

Chemistry C400
This is a non-intensive course in chemistry. (A student who wishes to prepare for Grade 13 Chemistry should choose Chemistry C401.) The course is an introductory course in chemistry and includes experiments to be performed by the student. Topics studied are: characteristics, states, properties and classification of matter; the structure of the atom; chemical combinations; chemical reactions; chemical equations; solutions; ionization; acids, bases and salts; food chemistry; air pollution; water resources and impurities.

Chemistry C401
This course provides an introduction to the experimental study of chemistry and the language of the subject. Emphasis is placed on the nature of elements and compounds and the reactions they undergo. The following topics are covered: theories of the structure of individual atoms and aggregates of atoms; elements and compounds; the formation of ions; and the periodic classification of elements. This course prepares the student for Grade 13 Chemistry.

Grade 13 Chemistry C501
The emphasis in this senior course is on understanding the principles of chemistry rather than on acquiring factual knowledge. Topics studied include: development of the atomic theory; principles of chemical reaction; the gas state; kinetic-molecular theory; solutions; periodic classification; atomic structure; historical development and orbital model; chemical bonding; energy in chemical reactions; rates of reactions; qualitative and quantitative aspects of equilibrium; aqueous acids and bases; oxidation and reduction; molecular structure; bonding in solids, liquids, and gases; organic chemistry; transition elements; radioactivity.

Prerequisite: Chemistry C401, or equivalent

The text is *Chemistry: Experiments and Principles,* 1968 ed. (O'Connor *et al.),* D.C. Heath, $8.65 plus $.90 postage and handling

Biology BY400
The twenty lessons of this course provide an opportunity to study the following topics: possible origins of life; where life occurs; the wide variation in the kinds of living things; the structure and life cycles of viruses, bacteria, algae, fungi, flowering plants, protozoans, flatworms, insects, fish, amphibians, reptiles and mammals. Information related to the science of heredity, human genetics, ecology, pesticides and pollution, population explosions, and some of the problems of space travel is also presented. Students who enrol are required to do dissections of preserved specimens, including a fish and a mammal (white rat).

Grade 13 Biology BY501
In this advanced course in biology, the following topics are studied in depth: the basic chemistry of cell activity; organic molecules and chemical syntheses; energy changes in living things involving ADP and ATP; the importance of DNA and RNA in the genetic code; the structure and function of many of the organs and organ systems in plants and animals, including man. Additional topics include: principles of classification; population control; Mendelian genetics; the reproduction and development of organisms; the evidence for evolution and the mechanics by which it is achieved.

Prerequisite: Chemistry C401 or Biology BY400, or equivalent of either

The text is *Biological Science: Principles and Patterns of Life*, rev. ed. (Galbraith and Wilson), Holt, Rinehart and Winston, $8.95

Elementary School Correspondence Courses

Elementary School Courses

Elementary School Correspondence Courses For Children Under Sixteen Years of Age

Elementary school correspondence courses in Grades 1 to 8 are available for children who are unable to attend school. They are offered in English for English-speaking students and in French and English for French-speaking students.

A child living in Ontario who is six years of age or over but under the age of sixteen, and who is unable to attend school for a period of three months or more, is eligible for enrolment. A child normally resident in Ontario, but living temporarily outside Canada and unable to attend a school in which the Ontario curriculum is taught, is eligible for enrolment. Since enrolment of a child living outside Canada cannot be continued indefinitely, eligibility for enrolment will be reconsidered when a request is made for lessons for a new grade. Absence for a period in excess of three years can rarely be regarded as temporary absence from the province and used as a reason for continued enrolment.

A child may begin a course at any time of the school year. If he is in good health, he should spend as much time on his studies each day as he would if he were attending school. By so doing, he will be able to keep up with the daily assignments and complete the work of a whole grade in a year. When he completes the grade satisfactorily, he earns a certificate of promotion. Pupils living in Ontario are expected to take a vacation in July and August as they would if attending school.

Parents wishing to apply for elementary school enrolment for a child under sixteen years of age should complete Form A (or Form B if the child is French-speaking) and return it, together with the child's last school report and a doctor's certificate if the child is not well enough to attend school, or a recommendation for enrolment from the senior educational officer for the area if distance is the reason for not attending school. The certificate or recommendation must state the reason for non-attendance and the probable duration of the child's absence from school. No certificate or recommendation is required for children going overseas.

There is no fee for any of the elementary school courses. Lessons are supplied and corrected free of charge. Answer paper is provided free to all pupils. Textbooks are lent free of charge. Pupils must return the books in good condition when they complete or discontinue the courses for which the books have been lent.

A parent applying for a correspondence course for a child temporarily resident outside Canada must give the name and address of a person in Ontario who will act as liaison and assume the responsibility of forwarding books and lessons. All material from this office is addressed to the liaison.

Applicants should instruct the liaison to rewrap it, print o it the pupil's foreign address and his own return address, prepare a Customs Declaration, and pay sufficient posta to carry the material to its foreign destination.

Pupils living in Ontario and enrolled in correspondence courses must submit lessons for correction. Those living outside Canada are advised to do so if at all possible. Although mailing delays to and from distant locations m take a good deal of the value from teachers' comments a corrections, children gain a certain satisfaction and encouragement from personal contact with a teacher an from winning recognition for their work. It is particularl important that students in Grades 7 and 8 submit their c pleted lessons for correction. Parents should note that a lesson sent in for marking must contain all assignments i every subject.

Courses for Adults who have not had the Opportunity to Complete Elementary School

English E160

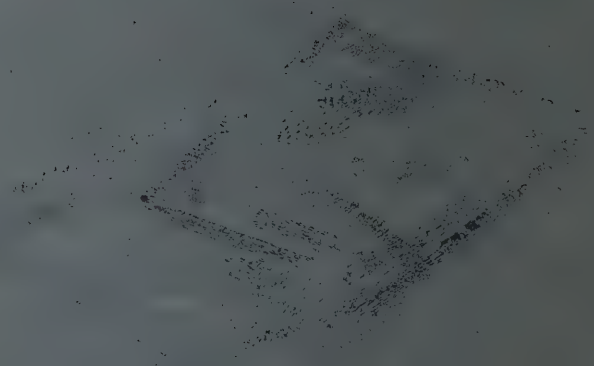
This is a basic course in English grammar and compositi It makes use of a variety of textbooks, including a spelle selected novels, and language workbooks. Vocabulary s through the use of a dictionary is emphasized. Completi this course provides background for further study of En at the secondary school level.

Mathematics M160

This course has been prepared to allow adults to "go bac the beginning of mathematics". Since arithmetic is the foundation of mathematics, the course involves practice addition, subtraction, multiplication, and division of wh numbers, fractions, and decimals. The percentage form and its uses are studied in detail. Completion of this cou provides background for further studies in mathematics the secondary school level.

An applicant wishing to enrol in one or both of these co should complete Form C and return it to the Correspon dence Courses office.

Design: Ian Valentine • Associates



Identification No. 72-73/3076

Ministry of Education

Hon. Thomas L. Wells
Minister of Education

Government Publications

Correspondence Courses 1974/75

LC51



Ministry of Education
Correspondence Courses
1974/75

Government Publications

Staff List

Correspondence Courses
909 Yonge Street
Toronto, Ontario
Telephone: 965-2657

Chief Educational Officer: J.F. Rees
Educational Officer: H.A. Sutton
Administrative Officer: C.M. Reside

Program Superintendents
B.F. Ahrens
A.H. Carter
Mrs. F. Deciry
P.E. DeSadeleer
Mrs. D.E. Ferguson
Miss E.M. Froud
D.A. Kennedy
I.R. Levitt
.A. Lychek
D.J. MacLean
F.B. MacMillan
N.C. McKinnon
P.B. McLeod
Mrs. H.I. McSherry
Mrs. G.M. Moore
W.W. O'Rourke
R.W. Pauli
B.E. Robertson
Miss D.P. Rogers
G.M. Seary
D.A.R. Tolton
.H. Walker

Registration Staff
.E. Hall, Registrar
V.A. Redekop, Registration Supervisor
Mrs. M.H. Barron
Mrs. S.A. Cameron
Miss T.D. Daniels
V.G. Gilbert
Mrs. O.M. Malpass
Miss P.G. Price
..C. Ross

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UNIVERSITY OF TORONTO

Secondary School Courses
General Information

The Ministry of Education Correspondence Courses provide Ontario residents with an opportunity to obtain, further, or supplement their secondary education. By this means, students may gain admission to an institute of higher learning or course of training, gain promotion where they are employed, qualify for secondary school certificates, or study for personal satisfaction and enjoyment.

All correspondence course services are provided free of charge. Textbooks are provided on loan to all students except those in Year 5 courses. The supplementary material available includes the following: art supplies, science equipment, geological samples, drafting instruments, mathematical instruments, shorthand records, language records, maps, historical pamphlets and documents, and books for extra reading.

Eligibility for Admission
To be eligible for admission, an applicant must be in one of the following categories:

a) an Ontario resident sixteen years of age or over who is not enrolled in a public secondary school;
b) an Ontario resident who would otherwise be attending school and is prevented from doing so by illness or distance;
c) a person who normally resides in Ontario and will be temporarily absent from the Province (for a period not longer than three years);
d) a Senior Division day school student in an Ontario public secondary school whose enrolment has been recommended by his school principal (subject to the approval of the Chief Educational Officer, Correspondence Courses).

Note 1: It is policy to require that a student who leaves school before the completion of the final year of his program be out of school three months before his enrolment in correspondence courses can be considered. This waiting period may be waived if the principal of the school last attended by the student confirms that there is good reason for making an exception to this policy.

Note 2: A temporary visitor to Ontario or a person in Ontario on a student visa is not eligible for enrolment. An applicant may be requested to furnish proof that he can be considered a resident of Ontario.

Note 3: Lessons and supplementary material are supplied only to an individual who has been admitted to the program.

Registration
An applicant who qualifies for enrolment under (a) above should complete Form C and bring it or mail it to the Correspondence Courses office. An applicant who can devote only part of his time to correspondence course study or an applicant who has not been involved in an educational program for some time is advised to enrol in not more than two courses at the time of his initial registration. After he has completed a number of assignments, he may find that he is able to work on an additional course or courses. He may then apply for enrolment in these courses by completing th student order form supplied with the lessons, or by writing a letter to the Correspondence Courses office.

An applicant who qualifies for enrolment under (b) above should complete Form C and submit it to the Correspondence Courses office with a medical certificate if illness pre vents him from attending school or a recommendation fro the senior educational official in his area if distance is the reason he cannot attend school. He may then apply for enrolment in as many courses as he would normally be takin in a regular school.

An applicant who is eligible for enrolment under (c) above should complete Form F and submit it to the Correspondence Courses office. A school-age student living outside Canada may request enrolment in as many courses as he would normally be taking if attending school. Such a student must provide the name and address of an Ontario res dent who will assume responsibility for forwarding to him books, lessons, and marked assignments. (In the case of a Year 5 student, the liaison person will have the additional responsibility of purchasing any required textbooks.) Sinc all material for the student will be sent to the liaison perso the applicant should instruct this person to rewrap the ma rial, print the student's foreign address on it, complete a customs declaration form, and pay whatever postage is needed so that the material will reach its destination in the shortest possible time. The return address of the liaison person must be clearly written on the package. Members the Canadian Forces enrolled in correspondence courses while on duty abroad may arrange to have their lessons an textbooks forwarded from Canada from a Canadian Force post office rather than through a liaison person. Where po sible the applicant should visit the Correspondence Cours office before leaving the country in order to discuss his program with correspondence course staff members and c tain the appropriate lessons and textbooks.

An applicant who seeks enrolment under (d) above shoul request counselling and an Application Form S from the principal of his school. If, in the professional judgement o the principal, enrolment is wise, the completed Form S should then be submitted by the principal with his signatu and recommendation to the Chief Educational Officer, Co respondence Courses.

After reviewing the student's request for enrolment, a member of the Correspondence Courses staff will contact applicant. Once his application has been approved, the student will be enrolled and supplied with an initial set of lessons, textbooks and other materials. Only a Year 5 student need supply his own textbooks. Further lessons a supplied when evaluated assignments are returned to the student. Other materials are provided as they are needed and requested.

Course Dates
A student may begin a secondary school correspondence course at any time of the year, and he may complete assignments at his own pace. He may also achieve standing in a course and earn a certificate at any time of the year.

Program of Study
Correspondence Courses Services, like the secondary schools in Ontario, are organized under the credit system. Each student's program of study is based on his objectives, capabilities, and interests. The course descriptions contained in the calendar are provided to aid the student in choosing his program. The registration staff and program superintendents will be glad to offer assistance to any student planning his program. Their help may be obtained by telephoning, writing, or visiting the Correspondence Courses office.

In the case of courses that require certain prerequisites or subjects that can only be studied in sequence, students are advised of the appropriate course for enrolment. Some courses have no prerequisites.

Each Year 1, 2, 3, or 4 course completed by the student entitles him to credit towards the Secondary School Graduation Diploma; completion of a Year 5 course entitles him to credit towards the Secondary School Honour Graduation Diploma. Most correspondence courses have a value of one credit; those courses having a value of one-half credit are indicated by a code number ending in *x*. A student whose objective is a Secondary School Graduation Diploma or a Secondary School Honour Graduation Diploma is advised to read the pertinent sections of *Certificates and Diplomas*.

Course Codes
Each correspondence course is identified by a code that consists of one or two letters followed by three numerals. The letters represent the name of the course. The first numeral (1, 2, 3, 4, or 5) represents the secondary school year in which the course is customarily taken. The last two numerals distinguish between different courses in the same subject and the same year. The letter *x* at the end of a code indicates that the course is comprised of 10 lessons rather than 20 and counts for one-half credit rather than one credit. The following are examples of course codes:

English 11 refers to a Year 1 secondary school course in English.
Economics 1400 refers to a Year 4 secondary school course in Economics.
Physics P300 and P301 refer to different Physics courses in Year 3 of secondary school.
Visual Arts 401x refers to a Year 4 secondary school course in Visual Arts, comprised of 10 lessons.

Assignments
Successful learning by correspondence involves studying lessons and supplementary materials, completing lesson assignments, and benefiting from the comments and assistance offered by the associate teachers and program superintendents. The student should submit attempts at each assignment question and should not hesitate to ask in his submission for additional help if he needs it. A student who follows these procedures should encounter little difficulty with the tests which are part of certain courses.

Each student is encouraged to draw up his own timetable for completing and submitting his lesson assignments.

As soon as he has completed the assignments for a particular lesson, the student should mail them to the Correspondence Courses office. He should then proceed with the next lesson, without waiting for the return of marked assignments. All assignments are evaluated by the associate teachers of Correspondence Courses and returned to the student.

Achieving Credit
In order to achieve credit in a Year 1 or Year 2 course, a student successfully completes the lesson assignments for the course. There are no tests for Year 1 or Year 2 courses.

To achieve credit in a Year 3, Year 4, or Year 5 course a student successfully completes the lesson assignments and writes a final, supervised test. The final mark in a Year 3, Year 4, or Year 5 course is based on both the lesson marks and the final test mark. The test may be written at any time of the year, provided that the student has successfully completed the lessons.

Once the work required for the last lesson of a Year 3, Year 4, or Year 5 course has been received and graded, the final test is sent to a Correspondence Courses supervisor who resides in the student's locality. The student is then given the name, address, and telephone number of the supervisor and is asked to communicate with him to arrange a mutually convenient time and place for writing the test. On request, arrangements can be made for writing final tests at the Correspondence Courses office.

A student living outside Ontario is asked to choose a supervisor and submit the name to the Correspondence Courses office for approval.

Certificates and Diplomas
Certificate of Completion
A certificate of completion is issued to a student who has successfully completed a correspondence course. The student's final mark in the course and the credit value of the course appear on the certificate. The Registrar of Correspondence Courses will issue to the student, on request, a record of achievement indicating the courses completed by the student and the credit value of these courses. Information regarding the student's progress in other courses that he has started but not completed will be included if requested.

Secondary School Graduation Diploma
When a student has completed the requirements for the Secondary School Graduation Diploma through correspondence courses, the diploma will be granted to him on the recommendation of the Chief Educational Officer, Correspondence Courses.

The path leading to completion of these requirements is as individual as the student who follows it. Completion of the requirements is achieved through the accumulation of Ontario secondary school credits earned through the Ministry of Education Correspondence Courses, through Ontario secondary schools (day or evening program), or in inspected Ontario private schools.

A student who is at least 18 years of age and has withdrawn from day school for a period of at least one year may be closer to completing the Diploma requirements than he realizes. Such mature students may be granted credit allowances on the basis of age and length of time out of school, for equivalent courses successfully completed that are not normally identified as secondary school courses, or for successful completion of each period of an apprenticeship training program.

A Correspondence Courses student may find out what requirements he must fulfil for obtaining a secondary school diploma by submitting to the Registrar of Correspondence Courses any official records and information regarding his particular case. Judgement may be deferred until the student demonstrates competence in his correspondence courses studies.

Secondary School Honour Graduation Diploma
When a student has completed the requirements for the Secondary School Honour Graduation Diploma through Correspondence Courses, the diploma will be granted to him on the recommendation of the Chief Educational Officer, Correspondence Courses. Completion of the requirements is achieved through the accumulation of six Ontario secondary school Year 5 credits earned through the Ontario Ministry of Education Correspondence Courses, through Year 5 of an Ontario secondary school (day or evening program), or Year 5 in an inspected Ontario private school. In the 1974-1975 Correspondence Courses program, each Year 5 course is worth one credit towards the Secondary School Honour Graduation Diploma.

Post-secondary Objectives
A student whose objective is to gain admission to a post-secondary educational institution should consult officials of that institution to find out what standing or diploma he will require, whether particular subjects are obligatory, and whether the institution has special provisions for the admission of mature students.

Information about programs in Ontario, beyond the secondary school level is given in *Horizons,* an annual publication of the Ministry of Colleges and Universities. *Horizons* contains general information about Ontario universities, colleges of applied arts and technology, nursing and teacher education, and other post-secondary institutions. A copy may be obtained from the Information Branch, Ministry of Colleges and Universities, Mowat Block, Queen's Park, Toronto, Ontario, M7A 1L8.

Information regarding apprenticeship programs is available through the Manpower Training Branch, Ministry of Colleges and Universities, Mowat Block, Queen's Park, Toronto, Ontario, M7A 1L8.

Re-enrolment
Education by correspondence is most successful if a student commits himself to working on his correspondence course on a regular and continuing basis.

If circumstances make it necessary for a student to interrupt his studies for a period not longer than eight weeks, he should continue his studies when he is able, and send in the next assignment when it is ready. In such a case, there is no need for the student to inform the office of the interruption or to return his textbooks and supplies.

A student who anticipates an interruption in his studies for a period in excess of two months should return any textbooks and supplies that have been provided on loan.

When he is able to resume his studies, he should contact the Correspondence Courses office and request that the textbooks and supplies be re-issued. The student will, under normal circumstances, be able to resume his studies at the point at which they were interrupted.

Guidance following Enrolment
A student who has been enrolled in a correspondence course may request guidance if he encounters problems or if he wishes to revise his program of study or enrol in an additional course. With this assistance a student will be better able to complete his program of study and achieve his educational goal.

Secondary School Courses
1974/75

Business and Commerce
Typewriting I TY102
Typewriting II TY200
Office Procedures I OP300
Office Procedures II OP400
Computer Fundamentals CF300
Accounting I AC303
Accounting II AC403
Accountancy Practice AC503
Pitman Shorthand I SH300
Pitman Shorthand II SH400
Marketing I MK300
Marketing II MK400
Business Organization and Management BO300
Law LW400
Business Practice BP100

English
English E160
English E111
English E211
English E311
English E421
English E521
English E522 *Canadian Studies*
English E302x *Readings in Archaeology*
English E304x *Readings in Ecology*
English E306x *Readings in Science Fiction*
English E308x *Grammar*
English E402x *Readings in Wilderness*
English E404x *Readings in Flight*
English E406x *Perspectives of Prose*
English E408x *Creative Writing*

Français
Français f151
Français f251
Français f351
Français f451
Français f561

French and German
French F101
French F201
French F111x
French F301
French F401
French F521
French F522
German GR501

Geography
Geography G101
Geography G201
Geography G300
Geography G301
Geography G311x *Fundamentals of Physical Geography*
Geography G400
Geography G401
Urban Studies G403
Geography G503

History and Social Sciences
History H200
History H201
History H203x
History H205x
World Politics WP300
History H301
History H305
Economics EN400
Man in Society MS400
History H401
Economics EN501
History H501

Latin and Classical Studies
Latin L201
Latin L301
Classical Studies L312x
Latin L401
Latin L521
Latin L522

Mathematics

Series A

Mathematics M111x
Mathematics M101
Mathematics M201
Mathematics M303
Mathematics M403
Mathematics M511 *Mathematics of Investment*
Mathematics M521 *Relations and Functions*
Mathematics M522 *Calculus*
Mathematics M523 *Algebra*

Series B

Mathematics M100
Mathematics M200
Mathematics M300
Mathematics M400
Mathematics M411x *Introduction to Statistics*
Mathematics M511 *Mathematics of Investment*
Mathematics M522 *Calculus*

Series C

Mathematics M160 *Basic Arithmetic*
Mathematics M250
Mathematics M350
Mathematics M450

Science

Science SC101
Science SC201
Science SC203
Geology GL300
Physics P300
Physics P301
Physics P503
Chemistry C400
Chemistry C401
Chemistry C501
Biology BY400
Biology BY501

Technical Subjects

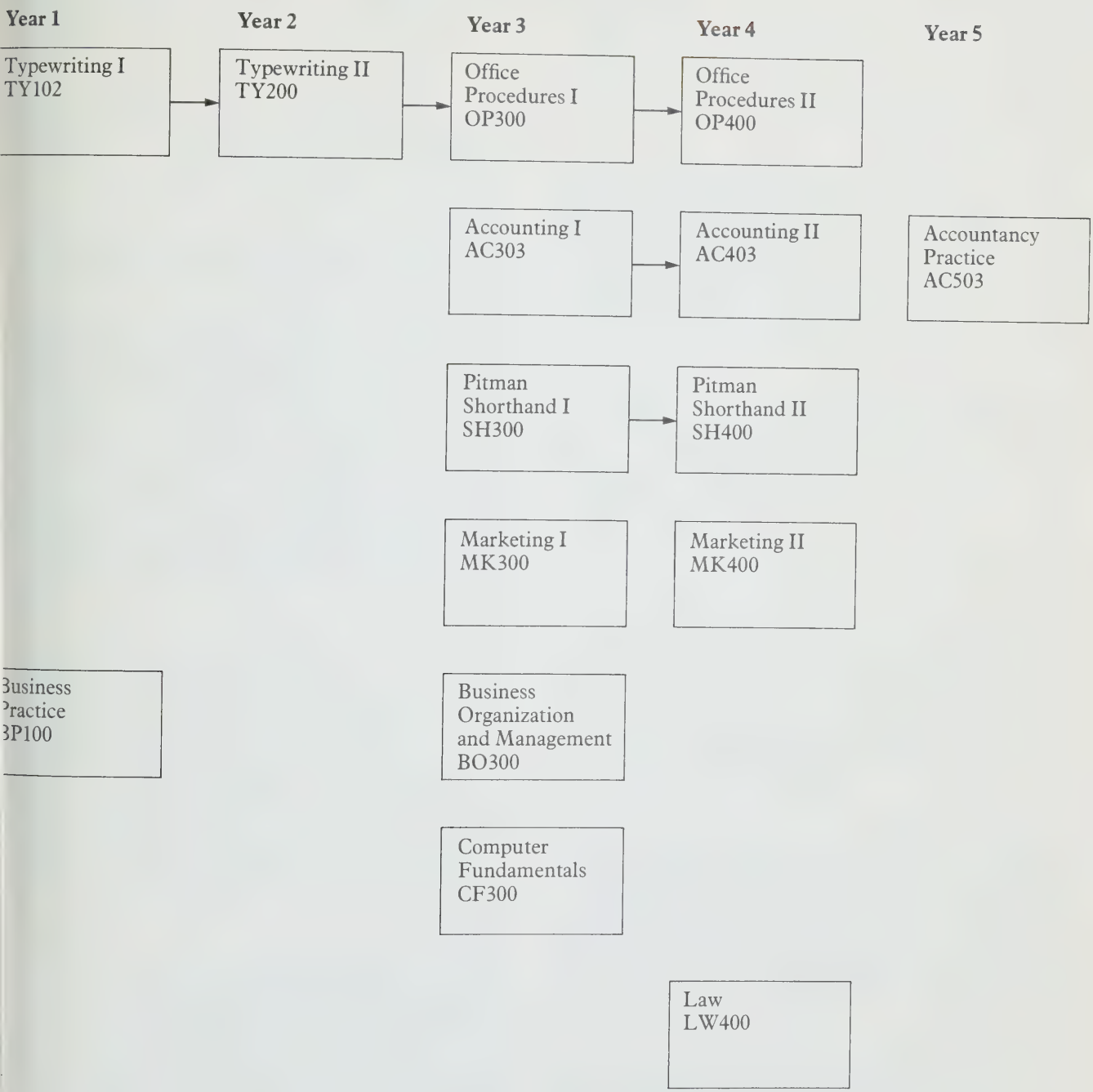
Drafting D100 *Basic Drafting I*
Drafting D200x *Basic Drafting II*
Drafting D300x *Standard Drafting Practice*
Drafting D302x *Introduction to Mechanical Drafting*
Drafting D304x *Introduction to Architectural Drafting*
Drafting D308x *Introduction to Blueprint Reading*
Drafting D318x *Intermediate Blueprint Reading*

Visual Arts

Art A200 *Beginning in Art*
Theatre Arts TA300 *The Performing Art*
Art A301 *Through Artists' Eyes*
Art A302x *Prints Without a Press*
Art A303x *Art to 1500*
Commercial Art CA400x *Art for Commerce and Industry*
Film Arts FA400x *The Camera's Eye*
Art A401x *Composing your Art*
Art A402x *Style in Art*
Art A403x *Great European Art*
Art A501 *The Artist's Study*

Business and Commerce

The following 20-lesson courses are offered. When a course is preceded by an arrow, the course to the left, or an equivalent course, is the prerequisite. When a course is not preceded by an arrow, there is no prerequisite.



Business and Commerce (cont.)

Typewriting I TY102
This introductory course provides a student with sufficient background in typing for personal use, together with a sound foundation for further development of the skill. (The student must provide his own typewriter.) The development of correct techniques for touch-typing is stressed throughout the course. The topics covered include the set-up and placement of material, composing at the typewriter, simple tabulation, personal letters, and basic business letters.

Typewriting II TY200
This course is designed to develop and expand the skills begun in Typewriting I TY102. (The student must provide his own typewriter.) It reviews the basic skills and includes advanced tabulation, business letters, business forms, and duplicating methods. There is considerable practice in composing at the typewriter and sustained copy typing. A student who requests enrolment in this course should have completed Typewriting I or the equivalent.

Office Procedures I OP300
This course covers basic office procedures and helps the student to improve his typing skill. (The student must provide his own typewriter.) The topics include data processing methods, principles of filing, transportation services, postal facilities, legal forms, duplicating equipment, and financial statements. A student who requests enrolment in this course should have completed Typewriting I and Typwriting II or personal and basic business typing courses.

Office Procedures II OP400
This course provides further development of typing skills and additional information on modern office procedures. (The student must provide his own typewriter.) It deals with secretarial techniques, business equipment, legal forms and documents, manuscripts, itineraries, and filing systems. A student who requests enrolment in this course should have completed Office Procedures I or the equivalent.

Accounting I AC303
This beginner's course in accounting introduces the basic principles, concepts and procedures of accounting and bookkeeping. Topics include: the journal, the ledger, the profit and loss statement, the balance sheet, the synoptic journal, and special transactions. In addition to these principles, the basic use of flow charts with special application to business systems and procedures is taught.

Accounting II AC403
A continuation of AC303, this course is designed to expand the student's knowledge of accounting as applied to special journals, bank reconciliation, payroll, adjustments, classified statements, voucher systems, partnerships, and corporations. A student who completes it should be able to maintain a set of books for a small business or fill a junior accountant's position.

Accountancy Practice AC503
This course teaches Canadian accounting practices. It begins with a study of some of the fundamental bookkeeping principles and develops into a detailed study of accounting procedures for a proprietorship, a partnership, and a limited company. Specialized procedures, such as the handling of manufacturing or departmental accounts, are studied. Considerable emphasis is placed on the theory behind accounting systems and on the accountant's use of the data supplied by each system. The course does not prepare a person to be a professional accountant; for that objective, study with a professional accounting society is required.

The text is:
Leonard, W. G., and Beard, F. N. *Canadian Accounting Practice*. 2nd ed. Toronto: McGraw-Hill Ryerson, 1963.

Pitman Shorthand I SH300
This introductory course in Pitman Shorthand covers the work in the *New Basic Course in Pitman Shorthand*, with additional transcription material supplied in the lessons. Controlled dictation is provided by means of records. (The student must obtain a record player capable of playing the 45 r.p.m. records that are supplied, and provide his own typewriter.) As stenographic work requires a good background in English and typing, a student should have completed several courses in English and at least an introductory typing course before requesting enrolment. Completion of this course provides a sound foundation for Shorthand II SH400.

Pitman Shorthand II SH400
This advanced course in Pitman shorthand is primarily a dictation and transcription course, designed to increase a student's speed in taking dictation and in producing an accurate and attractive transcript at the typewriter. The text *Pitman Shorthand Dictation and Transcription*, which places increased emphasis on phrasing and expansion of vocabulary. Controlled dictation is provided by means of records. (The student must obtain a record player capable of playing both 45 and 33$^1/_3$ r.p.m. records, and provide his own typewriter.) The background for this course is provided by Typewriting II TY200 and Shorthand I SH300 or equivalent courses.

Marketing I MK300
Written with the consumer's point of view in mind, this course gives the student an understanding of the various aspects of marketing, with emphasis on retail merchandising. It begins with an examination of retailing in general and then looks at different types of retail operations, including the department store and discount store. The mechanics and complexities of establishing and operating a retail store are outlined under such topics as: types of ownership, selection of location, selection of equipment, merchandise purchasing, and pricing policies. The course concludes with a brief study of salesmanship. After completing the course the student should have a better understanding of retailing and be a more careful shopper.

Marketing II MK400
The principles of sales promotion and advertising will be studied in detail. The course covers such topics as: market research, consumer demands, advertising media, trademarks, packaging, and sales promotion. After completing this course, the student should be better able to recognize excellence in marketing.

Business Practice BP100
The object of this course is to give the student some basic knowledge of modern business practices so that he may carry out common business transactions. It is an elementary course dealing with business procedures as they apply to a student's personal, social, and business life.

Business Organization and Management BO300
This course explores the world of business. It examines the way in which businesses are owned, organized, and managed. The different forms of business ownership are studied, with emphasis on the corporate form and an examination of the problems of large corporations. The effects on business of the activities of the three levels of government are examined. The second half of the course involves a specific study of business operations, including preparations for production and the complexities of the actual production process. The departments of a large business, such as the finance department and the personnel department, are discussed. (The course is not intended to qualify the student as a business administrator or manager; it is designed to develop an understanding of the complexities of the business world.)

Computer Fundamentals CF300
By explaining automatic and electronic data processing theories and procedures in layman's language, this course aims to dispel some of the mystique that is traditionally associated with computers. The course covers such topics as the punched card, the binary system, computer storage, flowcharting, machine language, data recording media, and computer concepts, and includes an introduction to logic. Upon completion, the student will have a basic understanding of how a computer works and how a computer program is made.

Law LW400
Canadian law as it applies to ordinary business and private affairs is the subject of this introductory course. The student gains some knowledge of his legal rights and obligations, and learns to recognize situations that require professional legal advice. The course does not prepare him to handle legal affairs. It begins with a brief consideration of the origins of law, classes of law, and the administration of law, and goes on to a concentrated study of personal law, with emphasis on the laws of contracts, negotiable instruments, employment, and sales.

English

The following 20-lesson courses are offered:
English E160
English E111
English E211
English E311
English E421
English E521
English E522

The following ten-lesson, third- and fourth-year courses are offered:

English E302x *Readings in Archaeology*
English E304x *Readings in Ecology*
English E306x *Readings in Science Fiction*
English E308x *Grammar*
English E402x *Readings in Wilderness*
English E404x *Readings in Flight*
English E406x *Perspectives of Prose*
English E408x *Creative Writing*

A mature student who has been active in the business world or has read widely should be capable of working successfully in a third-year course in English. Even if he has done no formal work in first- or second-year English in secondary school, he may request enrolment in English E311 or in any of the ten-lesson courses.

English E160
This course includes assignments in grammar that are specifically designed to help the student master secondary school English. Recognition of parts of speech and their correct use, practice in spelling, and experience in understanding literature are among the topics covered. Students are provided with such aids as a dictionary and language workbooks. The student's appreciation of literary form is developed and enhanced through reading and discussion of the recently filmed novel *Call of the Wild*.

English E111
A selection of short stories, selected for their interest as well as literary merit, and two thought-provoking novels, one of them a science fiction work, form the greater part of the prose reading for this course. Plays and poems make up the remainder of the literature selections. Creative writing assignments, intended to stimulate and improve the student's ability to communicate, as well as a review of language fundamentals are included. The course lays a foundation for high school English.

English E211
Writers employ a number of long-established forms to present their ideas. Well-known to every student are such literary forms as the novel, the short story, the play, and poetry. Examples of each are presented and explored in this twenty-lesson course which includes writings by Nevil Shute, John Wyndham, and Kenneth Bagnell. The course also examines the mechanics of effective writing and includes assignments that develop the student's skills in this area.

English (cont.)

English E311
Enjoyment is stressed in this varied English program. An exploration of the world of mass media demonstrates the importance of print, radio, film, and television. Each student has an opportunity to express his own ideas in the lively discussion based on the contemporary novel *To Kill a Mockingbird*. In addition to a brief look at the theatre in Canada, the drama section offers a choice of either a group of short, recent plays or a modern approach to *Romeo and Juliet*. Practice in writing effective social and business letters as well as developing skill in creative writing is preparation for the business world or further education.

English E421
The reading in this course is varied: short stories and essays, short and longer poems, one-act and full-length plays, the short and the full-length novel. Among the works for study are such well-known titles as *Miss Julie* (Strindberg), *The Pearl* (Steinbeck), *Macbeth* (Shakespeare), *Death of a Salesman* (Arthur Miller)—the last two offered as alternatives —and *Sons and Lovers* (D. H. Lawrence). Many of the lessons allow for student choices. The course encourages students to read, think, and write with literary insight. English E421 will serve both the student who wishes to end formal studies in English at Year 4 and the student whose objective is to prepare for more advanced work in the subject.

English E521
Here is an updated and valuable course for any student in Year 5. A comparative study of fine literature gives each student an opportunity to evaluate and compare, to express his ideas and develop his writing skills. For additional enjoyment in reading copies of contemporary novels are available.

The texts are:
Charlesworth R., and Lee D., eds. *Anthology of Verse*. Toronto: Oxford University Press, 1964.

Ford, M. *Techniques of Good Writing*. Toronto: The Book Society of Canada, 1961.

Giraudoux, J. *The Madwoman of Chaillot*. Toronto: McGraw-Hill Ryerson, 1969.

Hemingway, E. *A Farewell to Arms*. New York: Charles Scribner and Sons, 1957.

Shakespeare, W. *Hamlet*. Falcon edition. Toronto: Longman Canada, 1963.

English E522 ***Canadian Studies***
What is a Canadian? What do we think of our country? What is it like to be born in this land or come to it as a New Canadian? Callaghan, Atwood, Roy, and Richler are among the authors who bring wit and insight to the Canadian experience. The student will also meet a host of other Canadian writers in this course designed for the reader who wants to know more about his country's literary heritage.

Basic texts for the course are:
Mandel, Eli. *Poets of Contemporary Canada*. Toronto: McClelland & Stewart, 1972

Mickleburgh, Brita. *Canadian Literature*. Toronto: McClelland & Stewart, 1973

English E302x ***Readings in Archaeology***
This course consists of readings, in prose and poetry, on the theme of archaeology. The course is recommended for mature students who have a particular interest in past civilizations and archaeological discoveries. Three main civilizations are examined: the Minoan Crete, the Mayan, and the Viking. The course includes assignments designed to develop the student's writing skills.

English E304x ***Readings in Ecology***
Man's vital need to live in harmony with his environment is the theme of this course of readings on overpopulation, pollution, and the wastage of our natural resources. The student develops writing skills through assignments that encourage him to express his opinions on these vital issues.

English E306x ***Readings in Science Fiction***
This ten-lesson course explores some of the ways in which well-known twentieth century writers have imagined the future. The absorbing variety of short stories and novels selected take an imaginative look at man's future on earth and in the vast reaches of space. Included in the program of study are such classics as *Brave New World* and *2001: A Space Odyssey*. Each lesson of the course provides the student with experience in developing critical and creative potential as a writer.

English E308x ***Grammar***
This course will be useful to students who want to "brush up" their grammar. Acceptable forms and appropriate level of usage in business and in more general situations are examined and the reasoning behind them explored. The emphasis of the approach is constructive rather than corrective

English E402x ***Readings in Wilderness***
Is our wilderness truly a dwindling heritage? If so, why is it being diminished, and by whom? Should we try to save it? How? Some of the answers that men and women of various times and places have suggested to these vital questions are presented in this course of prose and poetry readings. Assignments encourage the student to develop his powers of self-expression. Recently published books and articles update the course and stimulate the student to form and express his own ideas on this vital topic.

nglish E404x ***Readings in Flight***
rom Leonardo Da Vinci's Flying Machine (1452) to the ıoonwalk, this ten-lesson course chronicles man's adven-ıres in flight. First-person accounts by early flyers and ustrations of aircraft supplement the exciting novels in the ıurse. The readings serve as a stimulus to the development writing skills.

ıglish E406x ***Perspectives of Prose***
his ten-lesson course examines the perspectives from hich some of the outstanding spokesmen of our time view e contemporary world in essays, radio talks, newspaper lumns, and literary studies. Northrop Frye, Robert aves, E. M. Forster, Arnold Toynbee, Joseph Wood rutch, Archibald MacLeish, and John Ciardi are among e scholars and writers whose works are considered. The urse gives the student perspective as he considers the ills of the writer's art and learns to read with understand-g and relish. The lessons challenge the student and de-lop an awareness of the creative give-and-take process tween writer and reader.

glish E408x ***Creative Writing***
ıdents with an urge to write or with an interest in improv-; their writing will find the models and assignments in this ırse helpful. While the course has been structured to et several kinds of writing needs and to develop certain iting skills, the creative assignment in each lesson gives student an opportunity for undirected, personal expres-n. The reading selections are intended to increase ap-ciation of various writing styles and techniques and to end reading interests.

Français

Les cours de français destinés aux étudiants francophones comprennent vingt leçons chacun et correspondent aux cours du programme avancé.

Le programme d'études comprend les cours suivants:
Français f151
Français f251
Français f351
Français f451
Français f561

Français f151
Ce cours s'adresse aux élèves qui ont complété le programme de la huitième année du cours élémentaire en langue française, ou l'équivalent. Chacune des vingt leçons de ce cours se développe autour d'un thème; la composition et la grammaire s'y rapportent directement. La partie littérature permettra aux élèves de prendre connaissance des grands auteurs de la littérature française et canadienne-française. Le programme d'études inclut les ouvrages suivants: *Lettres de mon moulin* (Daudet), *Le Lion* (Kessel), *Le Voyage de M. Perrichon* (Labiche). Ce cours donne aux élèves la préparation nécessaire au cours de Français f251. Les élèves de langue anglaise qui lisent, écrivent et parlent couramment le français au niveau de la huitième année peuvent s'inscrire à ce cours s'ils le désirent.

Français f251
Ce cours s'adresse aux élèves qui ont complété le cours de Français f151 ou l'équivalent. Outre l'étude de nombreux morceaux choisis de la prose et de la poésie française et canadienne-française, le programme d'études inclut les ouvrages suivants: *Maria Chapdelaine* (Hémon), *Contes du lundi* (Daudet), *Il ne faut jurer de rien* (Musset). Ce cours donne aux élèves la préparation nécessaire au cours de Français f351.

Française f351
Ce cours s'adresse aux élèves qui ont complété le cours de Français f251 ou l'équivalent. Outre l'étude de nombreux morceaux choisis de la prose et de la poésie française et canadienne-française, le programme d'études inclut les ouvrages suivants: *L'Avare* (Molière), *Le Grand Meaulnes* (Fournier), *Zone* (Dubé). Ce cours donne aux élèves la préparation nécessaire au cours de Français f451.

Français f451
Ce cours s'adresse aux élèves qui ont complété le cours de Français f351 ou l'équivalent. Chacune des vingt leçons de ce cours comprend deux parties: A—Étude de textes; B—Étude de la langue et de ses éléments. Outre l'étude de nombreux morceaux choisis de la prose et de la poésie française et canadienne-française, le programme d'études inclut les ouvrages suivants: *Le Cid* (Corneille), *Cyrano de Bergerac* (Rostand), *Vol de nuit* (Saint-Exupéry). Ce cours donne aux élèves la préparation nécessaire au cours de Français f561.

Français (suite)

Français f561
Ce cours s'adresse aux élèves qui ont complété le cours de Français f451 ou l'équivalent. Le programme offre l'étude d'ouvrages classiques et modernes, parmi lesquels des pieces de théâtre: *Andromaque* (Racine), *Topaze* (Pagnol); des romans: *Les Saints vont en enfer* (Cesbron); *Rue Deschambault* (Gabrielle Roy); des morceaux choisis de prose et de poésie. La partie *Étude de la langue* comprend l'étude de la syntaxe et de certains concepts phonétiques. L'élève acquerra la maîtrise de la langue parlée et écrite comme instrument de communication, avantage appréciable tant au point de vue professionnel que culturel.

Les manuels à l'étude sont les suivants:
Andromaque (Racine), Les Petits Classiques Bordas; *Topaze* (Pagnol), Livre de Poche no 294; *Les Saints vont en enfer* (Cesbron), Livre de Poche no 2301-02; *Rue Deschambault* (Gabrielle Roy), édition ordinaire; *Le Plan*, Livre de l'élève (L. Geslin et J. M. Laurence); *Initiation à la phonétique* (R. Bergeron); *Précis de grammaire française* (Grévisse).

Vous trouverez sans doute les manuels mentionnés ci-dessus dans une librairie de votre localité. Cependant, au cas où vous auriez de la difficulté à vous les procurer, vous pouvez les obtenir en écrivant à l'adresse suivante: Le coin du livre, 263 rue Dalhousie, Ottawa, Ontario, K1N 7E3. Ayez soin de vous procurer les éditions indiquées ci-dessus afin de pouvoir vous reporter aux références mentionnées dans le cours.

French and German

These courses are designed principally for students whose first language is English and who wish to begin or continue their study of French as a second language.

The following 20-lesson courses are offered:
French F101
French F201
French F301
French F401
French F521
French F522
German GR501

The following ten-lesson course is offered: French F111x

French F101
Students who have not learned French in the past will wish to begin their studies with French F101. From the very beginning of the course, the student will start to acquire such important language skills as reading, writing, and translating. Work with spoken French is conducted by means of phonograph records. At the conclusion of this course, the student will be prepared to begin French F201.

French F201
This course enables students who have completed French F101 or its equivalent to continue the development of their French language skills. Records for help with the spoken language are supplied. Students are introduced to simple prose selections designed to increase their ability to read everyday French. This course prepares the student for French F301.

French F111x
Many adults who wish to begin French studies once again have completed at least two years of formal French study in secondary school. Although such students have often forgotten much grammar and vocabulary, they are able to recall the essentials through a short review. Thus, instead of working through the 40 lessons of French F101 and French F201, these students may take this ten-lesson refresher course. French F111x enables students to proceed to French F301 or to French F401 if they already have the equivalent of F301; it should be noted, however, that French F111x only covers the first two years of secondary school French and thus is not an adequate preparation for French F521 and French F522.

French F301
In French F301 students will continue to develop the language skills begun in earlier courses. An important feature of F301 is the introduction of more challenging readings in French prose. This intensive reading is important groundwork for acquiring the ability to read the various styles of French currently in use. As in the earlier correspondence courses, the student is lent phonograph records for practice with the spoken language. Students who wish to enrol in French F301 are expected to have completed French F201 or its equivalent.

ench F401

ıe aim of French F401 is to continue the development of ature language skills begun in French F301. Along with ammar and translation studies, the student will read ench texts designed to build vocabulary and to enhance th reading and writing ability. Practice in oral comehension and spoken French is provided through a series records supplied with the lessons. The student who enls in French F401 is expected to have completed French 01 or its equivalent.

ench F521

is senior French course combines reading (short stories l a modern play) and composition (grammar study and iting practice). As in earlier courses, oral practice and nprehension studies are conducted by means of phonoph records. Students are expected to have completed nch F401 or its equivalent before they attempt French 21.

e texts are:

inas, G. *Hier les enfants dansaient.* Ottawa: Editions néac, 1968.

nneret, F. C. A.; Hislop, E. E.; and Lake, M. H. *Cours en de français.* Part II. Toronto: Clarke, Irwin & Co., 8.

upassant, Guy, de. *Contes choisis de Guy de Maupassant.* onto: Clarke, Irwin & Co., 1967.

nch F522

nch F522 should appeal especially to students who in- l to continue their study of French beyond secondary ol. Advanced grammar topics are included in the rse, but the major emphasis is on developing a good ing style. The study of texts in French F522 provides lance in the appreciation and critical study of French ature. Phonograph records are provided for practice the spoken language. Students may study French F521 French F522 concurrently but are expected to have pleted French F401 or its equivalent before enrolling in ıch F522.

texts are:

ut, C., and Meiden, W. *French for Oral and Written ew.* Toronto: Holt, Rinehart and Winston of Canada, .

ère, J.-B. *Le bourgeois gentilhomme.* Toronto: The Copp Publishing Company, 1947.

—.*Tartuffe.* Paris: Editions Bordas, 1969.

Gabrielle. *Rue Deschambault.* Montréal: Librairie chemin, 1967.

German GR501

German GR501 is designed to present a balanced program for the development of language skills. The main stress of the course is on advanced grammar study and on reading and writing modern German. Reading materials focus on social and cultural topics relevant to post-war Germany. The student will have the opportunity to work with records and cassettes in developing ability with the spoken language. Students enrolling in German GR501 are expected to have completed a fourth-year secondary school German course or its equivalent.

The texts are:

Winkler, G., *et al. A-LM German. Level Three. 2nd ed.* Toronto: Longman Canada, 1971.

———. *Student Exercise Book for A-LM German.* Level Three. 2nd ed. Toronto: Longman Canada, 1971.

Geography

The following 20-lesson courses are offered:
Geography G101
Geography G201
Geography G300
Geography G301
Geography G400
Geography G401
Urban Studies G403
Geography G503

The following ten-lesson third-year course is offered:
Geography G311x *Fundamentals of Physical Geography*

A mature student may request enrolment in any of the third- or fourth-year courses, even if he has done no work in first- or second-year Geography.

Geography G101
This course is concerned with Australia and New Zealand, Antarctica, Africa, and the British Isles. Land forms, agriculture, vegetation, climate, manufacturing, and indigenous populations are all examined. A number of interesting case studies are introduced to add interest and relevance. The course provides a survey of contrasting modes of living and, where possible, these are compared with Canadian examples. The texts are *The Canadian Oxford School Atlas* and *Lands Overseas*.

Geography G201
This course, based on a newly revised text and atlas, examines the two continents of Europe and Asia. Since the most important nation under study stretches across both continents, they are combined into the large area of Eurasia. Populations and topographies of certain European and Asiatic countries are examined separately. The course seeks to foster a sympathetic understanding of problems that may seem remote to most Canadians. The coloured maps and illustrations in the newly revised text combined with the illustrative materials in the lessons help to make this an interesting and up-to-date course. The texts are *The Canadian Oxford School Atlas* and *Through Europe and Asia* (revised).

Geography G300
In this course, North American regional studies emphasize the various geographic regions of Canada and their economic interdependence. However, the influence of geographic factors on the economic relationship of Canada and the United States forms an important part of the course content. In addition, regional and local topics such as land-use methods, forestry procedures, tourism, life in the Arctic, natural and human resources, as well as topographic maps are studied. The texts are *Lands of Change* and *The Canadian Oxford School Atlas*.

Geography G301
This course offers a contrast to the Geography courses with which most students are familiar in that it takes a systemati rather than a regional approach. The study of Geography is divided into two main areas: Physical and Human Geography. In the section on Physical Geography, considerable emphasis is placed on the basic skills of the geographer, including proficiency in reading and interpreting aerial photographs, topographic maps, weather maps, and charts. In the section on Human Geography, examples of man's adaptation to various environments are examined and contrasted. Specific problems of rural and urban development are also examined in this section of the course. The texts ar *The Canadian Oxford School Atlas, Geographic Fundamentals,* and *Land, Climate and Man.*

Geography G311x *Fundamentals of Physical Geograp*
This course is designed to provide, in ten lessons, geographic skills and knowledge necessary for more advanced Geography courses, including G503. Special attention is given to the reading and interpretation of topographic map aerial photographs, and weather maps. Terms used in geographic analysis are discussed and explained. Other topics included are: earth structure, rock structure, continental drift, land forms created by running water and by wind, elements of climate, climatic classification, natural vegetation, and soils. The texts are *Physical Geography* and *Every Square Inch.*

Geography G400
The prime concern of these environmental studies is the importance of the conservation of the natural resources of the world. The soils, vegetation, lakes, rivers, minerals, ar industrial resources, as well as the precipitation and other climatic factors of various regions of the world, are studied as resources and examined in terms of their importance for the continuation of life. The methods whereby man can make wiser use and renew the resources of his environment are closely examined. Students are required to do assignments with topographical and weather maps. The text are *Landscapes of the World* and *The Canadian Oxford Scho Atlas.*

Geography G401
This is a Year 4 course and requires a knowledge of the fundamentals of both Physical and Human Geography. Selected areas in the United States, Europe, and Asia and related topographic maps and aerial photographs are examined. Problems such as political boundaries, overpopul tion and the relationship between the metropolis and its rural surroundings are studied within the context of the selected areas. The texts are *The Canadian Oxford School Atlas* and *Selected Studies in Regional Geography.*

Urban Studies G403
The causes and consequences of modern Canadian urban development as well as the nature of cities and towns in Ontario and Canada are the themes of this course. Urbanization, urban problems in large Canadian cities, pioneer settlements, small towns in Ontario, and an in-depth study of Toronto are among the topics covered. The student is given the opportunity to do optional research on the Mid-Canada Development Corridor or a study of his local community. The texts are *Urban Prospects, Patterns of Settlement in Southern Ontario,* and *Toronto: An Urban Study.*

Geography G503
Canada's geography is a dynamic one. In less than a generation Canada has been transformed from a country of farmers, miners, fishermen, and woodsmen to one where urbanization and industrialization are key factors in the nation's economy and future prosperity. Yet Canada is a diverse nation with many different regions, each having its own distinctive characteristics and problems. This course aims to involve the student in a deeper understanding of Canada and its existence as a collection of regions that together make up a highly distinctive country. Students wishing to enrol in this course must have a good grounding in Physical and Human Geography, such as that provided in G311x. Resources for study include a recent text, a book of readings, and numerous up-to-date references, together with air photographs and topographic maps.

The texts are:
Putnam, D. F., and Putnam, R. G. *Canada: A Regional Analysis.* Toronto: J. M. Dent and Sons, 1970.

Irving, R. M. *Readings in Canadian Geography.* Rev. ed. Toronto: Holt, Rinehart and Winston, 1972.

History and Social Sciences

The following 20-lesson courses are offered:
History H200
History H201
World Politics WP300
History H301
History H305
Economics EN400
Man in Society MS400
History H401
Economics EN501
History H501

The following ten-lesson courses are offered:
History H203x
History H205x

Mature students may request enrolment in any of the Year 3 or Year 4 courses — History H301, History H305, History H401, World Politics WP300, Economics EN400, Man in Society MS400 — even if they have done no work in first- or second-year History.

History H200
This survey of two centuries of Britain's history — from 1760 to the present — stresses several important themes: the rise and fall of Britain's empire, the Industrial Revolution and its far-reaching effects, the struggle for political and social rights, the role of the British people in two world wars, the rise of the Commonwealth and Britain's technological development and problems. The content is similar to that of first-year History courses offered in many of the secondary schools of Ontario. The texts are *The British People, 1760-1902* and *Britain in the Modern World: The Twentieth Century.*

History H201
Canada in the twentieth century is the subject of this course. The major themes include Canada's economic development in the early 1900's, Canada's part in two world wars, the "roaring twenties", the Depression of the thirties, and major developments in Canada after 1945. Linked with these topics is an emphasis on Canada's relationship to Britain and the United States. The study concludes with a brief examination of some major aspects of Canadian government. *Decisive Decades* (revised) and *Canadian Democracy at Work* (revised) are the texts used.

World Politics WP300
This course discusses the organization of government; aspects of Naziism, communism, and democracy; the role of the individual in government; the "third world"; the origins and impact of war; the meaning and growth of nationalism and internationalism; and implications for the future. Readings and illustrations are included in the lessons. The resource text is *Inside World Politics.*

History and Social Sciences (cont.)

History H203x
What are the key issues in Canada today? Foreign ownership? National unity? Unemployment? Immigration? How does one begin to understand such important issues? This ten-lesson course offers one approach. It focuses on one issue—Canadian national unity—in both its contemporary (the FLQ crisis, 1970) and historical (the Riel Rebellions) contexts. The skills developed in analysing the issue of national unity should enable the student to examine other issues independently. There is no textbook with this course; the readings have been compiled from pamphlets, articles, and newspaper clippings.

History H205x
There is an old saying that "in life two things are certain: death and taxes." To this statement we could add a third certainty: government. Government influences all of us. But how much do you know about how Canada is governed?

This ten-lesson course examines the fundamentals of our federal system and provides a valuable base of information for understanding its operation. *Canadian Democracy at Work* is the basic textbook. Photographs and additional information supplement the text.

History H301
Modern civilization owes much to the ancient and medieval worlds. The themes covered in this study focus on the contributions that past civilizations have made to present ones, in particular to Western civilization. The first 10 lessons examine the ancient history of Greece and Rome; the last 10 lessons focus on some of the mainstreams of medieval history. Included in the medieval section are lessons on feudalism, the influence of Roman Catholicism, the rise of business, the Renaissance, the growth of Protestantism, and the beginnings of the modern nation state. Pamphlets, documents, and illustrations supplement the text, *The Enduring Past.*

Note: Students enrolled in History H301 may *not* take History H305.

History H305
Our heritage from Medieval and Renaissance Europe is emphasized in this survey of the evolution of Western civilization from approximately 400 A.D. to 1600 A.D. Topics include a study of the great events, institutions, art and other aspects of culture, as well as the forces that shaped the development of Europe during the turbulent period of history extending from the declining years of the Roman Empire, through the Middle Ages, to the era of Renaissance and Reformation. The texts are *The Emergence of Europe, Civilization in Perspective,* and *Renaissance and Reformation* (Unit I of *Europe and the Modern World*).

Note: Students enrolled in History H305 may *not* take History H301.

Economics EN400
Should the Canadian economy be merged with that of the United States or should it be made more independent? What causes inflation and unemployment? Can the cycle of ups and downs in the economy be modified? Would Canada's economic position improve with a larger population? Does Canada need a more generous system of social security or is the present system too generous? Through an examination of these and other important questions, the student gains knowledge of the principles of modern economics. The texts are *Economics: A Search for Patterns* and *Contemporary Canada: Readings in Economics.*

Man in Society MS400
The objectives of Man in Society are: to lead the student to an understanding of some of the institutions and forces in contemporary life, to enable him to make an assessment of his relationship to the society in which he lives, and to provide some understanding of other societies. The character of man, his aggressiveness, his prejudices, his cultures, his role, and his "races" are examined initially. The remaining lessons examine the problems of man, the institutions of Canadian society, and the impact of technology on the modern world which is turning our planet into a "global village". The text is *A Social View of Man.*

History H401
This course considers the significance of individuals, ideas, events, and institutions in the history of the world from the seventeenth century to the present day. Personalities such as Voltaire, Napoleon, Bismarck, Churchill, and Mao Tse-Tung, ideas such as socialism, Marxism, Naziism, and democracy, events such as the French and Russian revolutions, wars — both "hot and cold", and institutions such as the United Nations form the core of the study. Asian issues and the problems of the "third world" are also discussed. Pamphlets and documentary readings supplement the text *Modern Perspectives.*

Economics EN501
This exercise in economic reasoning offers not solutions but tools and methods for the analysis of economic problems. Emphasis is given to the problems and issues that underlie economic policy and that affect economic growth, stability, and security. Pure economic theory is avoided as much as possible in order to focus on the *reality* of what is happening today — to see economics as one aspect of our present social structure and to realize the interrelation of economic problems, social issues, and political decisions. Students are encouraged to defend *reasoned* positions on current controversial public policy issues.

Although no specific prerequisites are required, students should have completed Year 4 courses in Economics, History, or English, or have some equivalent educational background to provide them with the reading and writing skills necessary for successful completion of Economics EN501.

The texts are:
MacDonald, H. H.; Silk, L. S.; and Saunders, P. *The World of Economics*. Toronto: McGraw-Hill Ryerson, 1971.

Pal, I.-D., ed. *Canadian Economic Issues: Introductory Readings*. Toronto: Macmillan Co. of Canada, 1971. (Paperback)

History H501
The emphasis here is on the history of North America. A number of major issues in American and Canadian history are examined. For example, in United States history, the study includes: revolution and the Constitution; Jacksonian democracy; the Civil War; and American foreign policy to 1970. In the Canadian section, the following are analyzed: British North America prior to 1867; Confederation; the Macdonald, Laurier, and Borden eras; the "roaring twenties"; the Depression; the post-World War II political developments. Photographs, political cartoons, and readings complement the textbooks. This is an advanced level course and interested students should have standing in a Year 3 or Year 4 History or Social Science course, or equivalent.

The texts are:
Cook, R., and McNaught, K. *Canada and the United States*. Toronto: Clarke, Irwin & Co., 1965.

Farr, D.; Moir, J.; and Mealing, S. *Two Democracies*. Toronto: McGraw-Hill Ryerson, 1967.

McInnis, E. *The North American Nations*. Toronto: J. M. Dent & Sons (Canada), 1966.

Latin and Classical Studies

The following courses are offered:
Latin L201
Latin L301
Classical Studies L312x
Latin L401
Latin L521
Latin L522

Each of the courses in Latin has 20 lessons. With the exception of L312x, each is valued as one credit. No previous knowledge of Latin is necessary for enrolment in the ten-lesson course in Classical Studies or for enrolment in L201.

Latin L201
In this course the student learns to read simple passages in the original language. It also gives considerable practice in English word derivation. The course is based on *Latin for Canadian Schools: A New Approach* and on a resource text describing life in ancient Rome. A recording that demonstrates pronunciation and oral reading is available. Even one year of language background in a course such as this helps the student to develop communication skills that will be of assistance in many areas of his continuing education. It also provides essential preparation for further study in the classics.

Latin L301
This course offers the student an opportunity to become familiar with Latin forms on which at least sixty per cent of words in the English language are built. With the background of L201, or its equivalent, the student is ready to read more challenging passages in the original language. Besides the textbook *Latin for Canadian Schools: A New Approach*, there is a resource text entitled *S.P.Q.R.* and a pocket-size reader, *Scalae Primae*. Practice in pronunciation and assistance with oral reading is provided by means of a record.

Classical Studies L312x
Our cultural heritage is the topic discussed throughout this course. It is also an important theme in several other courses offered through correspondence (see those named below). In L312x, the student is encouraged to examine with the archaeologist some of the ancient sites of Greece, Crete, and Egypt. This course also provides an introduction to the origins of language and to a knowledge of Latin and Greek roots in modern English. It offers an opportunity for imaginative and creative work and is appropriate for both language and non-language students. For L312x, no previous training is required, and, on completion, the student will have one-half credit towards the Secondary School Graduation Diploma. Students of L312x who wish to complete a full credit should consider one or more of the following courses: Art A303x, English E302x, History H301.

Latin and Classical Studies (cont.)

Latin L401
The object of this course is to give the student who has a background equivalent to L301 an opportunity to read more widely in the original language. Short reading selections introduce him to the masters of Latin prose and poetry. This involves more advanced work in language structure. The emphasis in this course is on reading Latin literature for comprehension and for a better understanding of the daily life and social customs of the ancient Romans. The resource booklet supplied with the course will stimulate interest in the extensive archaeological research now being carried on in many parts of the Mediterranean world.

In the senior area of study in the classical languages, two courses are offered. The student whose previous training is the equivalent of L401 may choose either one, or both, of the following.

Latin L521
This survey of classical literature offers a wide variety of readings. Excerpts from the writers of the golden age of Latin literature are included, along with familiar passages from the Old and New Testaments and from Latin writings of the Middle Ages. Those from the Carmina Burana collection are of particular interest.

The emphasis in this course is on reading for comprehension of the content and for an appreciation of the culture and life styles of the times. Language structure is, for the most part, a review of previous study.

The texts are:
Morford, M. P. O. *A New Latin Reader*. Toronto: Longman Canada, 1971.

Fullwood, N. *Cicero on Himself*. Toronto: Clarke, Irwin & Co., 1971.

Breslove, D., *et al. Latin Poetry Selections*. Toronto: Thomas Nelson & Sons (Canada), 1948.

Taylor, B. C., *et al. Our Latin Legacy*. Book 2, Part 2. Toronto: Clarke, Irwin & Co., 1968.

Latin L522
In L522 the emphasis is on a critical appraisal of Latin prose and poetry. The student has the opportunity of reading excerpts from the famous *Verrine Orations* of Cicero and from Vergil's *Aeneid,* the timeless love story of Dido and Aeneas. Reading of accepted translations as well as selections in the original language is practised. Some of this reading requires the development of additional skills in language structure. Wherever necessary, this instruction is included.

The texts are:
Breslove, D., *et al. Latin Prose Selections*. Toronto: Thomas Nelson & Sons (Canada), 1948.

———. *Latin Poetry Selections*. Toronto: Thomas Nelson & Sons (Canada), 1948.

Hamilton, E. *The Roman Way*. Toronto: George J. McLeod, 1960.

A choice of:
Breslove, D. *Latin Composition for Grade 13*. Toronto: Gage Educational Publishing, 1961.

Taylor, B. C., *et al. Our Latin Legacy*. Book 2, Part 2. Toronto: Clarke, Irwin & Co., 1968.

Mathematics

The courses in Mathematics are grouped into Series A, Series B, and Series C, as shown on the following pages. The student should read the general description following the list of courses in each series and then read appropriate course descriptions.

Series A

Mathematics M111x
Mathematics M101
Mathematics M201
Mathematics M303
Mathematics M403
Mathematics M511 *Mathematics of Investment*
Mathematics M521 *Relations and Functions*
Mathematics M522 *Calculus*
Mathematics M523 *Algebra*

eries A is designed for students who wish one or more of ıe following:

) preparation for the study of mathematics in Year 5 and ossibly beyond
) courses that are theoretical rather than practical
insight into the modern approach in mathematics
challenging courses designed for students who are strong mathematics.

he student who has studied traditional mathematics in condary school and who wishes to study courses in Series requiring a knowledge of modern mathematics should gin by selecting Mathematics M111x. Mathematics M511 d Mathematics M522 do not require a knowledge of mod- n mathematics.

athematics M111x

ıis ten-lesson course presents some of the basic aspects of odern approach mathematics, either for personal interest as the basis for further study in this series at a higher el. The topics dealt with include: basic sets and set nota- n, operations with integers, rationals, number properties, mber lines, set builders, ordered pairs, Cartesian prod- s, and Venn diagrams.

ıthematics M101

is is the beginning of the series in modern approach thematics leading to Year 5 work. It covers the following ics: basic algebra from a modern viewpoint, number perties, and an introduction to geometry.

thematics M201

ics dealt with in Mathematics M101 are re-examined enlarged. Other topics studied include: relations, sys- s of equations, and geometry.

thematics M303

ics dealt with in Mathematics M201 are re-examined expanded. Other topics include: real numbers, linear ations, trigonometry, analytic geometry, and ratio.

Mathematics M403

This course prepares a student for Year 5 work. Topics from Mathematics M303 are further developed and the following topics introduced: relations, functions, and quadratic equations.

Mathematics M511 ***Mathematics of Investment***

This is an intensive course which will be of interest to students who wish to learn the fundamentals of financial calculations involved in banking, annuity or bond purchases, home financing, and consumer credit in general. Topics include: calculative devices, interest and discount, annuities, bonds, mortgages, monthly payment plans for houses and automobiles, depreciation, capitalization, borrowing of money, and calculation of interest rate. Although knowledge of modern approach mathematics is not required for this course, students requesting enrolment should have completed Mathematics M403 or Mathematics M400, or the equivalent. No textbook is required.

Mathematics M521 ***Relations and Functions***

Previous work on functions and relations is enlarged upon with emphasis on the unifying concept of mapping. Topics include: notation, classification and properties of functions, sequences and series, compound interest, annuities, instalment buying and consumer credit, trigonometry, definition and discussion of conics, and plane transformations and their application to second degree relations. Students requesting this course should have completed four intensive mathematics courses beyond elementary school. There is no text for this course.

Mathematics M522 ***Calculus***

Topics studied include: an intuitive discussion of a limit; slopes and rates of change; derivatives, including the derivative of a product and quotient; chain rule; applications to motion; maximum and minimum problems; functions with given derivative; indefinite integral; areas and definite integral; volumes of revolution; polar co-ordinates and complex numbers. Although a knowledge of modern mathematics is not required for this course, students should have completed four mathematics courses beyond elementary school, including an intensive study of algebra and graphing.

The text is:
Del Grande, J. J., and Duff, G. F. D. *Elements of Modern Mathematics: Calculus*. Toronto: Gage Educational Publishing, 1972.

Mathematics (cont.)

Mathematics M523 ***Algebra***
The topics covered are: set theory, principles of counting, permutations and combinations, mathematical induction; the binominal theorem, probability, vectors with geometrical and physical applications, vectors and the cartesian co-ordinate system, and matrices used to solve equations. Successful completion of Mathematics M403 or equivalent is required for this course.

The text is:
Coleman, A.J., *et al. Algebra 13*. Toronto: Gage Educational Publishing, 1966.

Series B
Mathematics M100
Mathematics M200
Mathematics M300
Mathematics M400
Mathematics M411x *Introduction to Statistics*
Mathematics M511 *Mathematics of Investment*
Mathematics M522 *Calculus*

Series B is designed for students who wish one or more of the following:

a) mathematical background of a general nature but not preparation for university mathematics
b) preparation for a trade-training or apprenticeship program
c) upgrading in technical mathematics
d) knowledge of algebra and trigonometry
e) preparation for post-secondary courses, admission to which does not require a background in modern mathematics
f) preparation for the Year 5 courses Mathematics of Investment M511 or Calculus M522.

Mathematics M100
The student who has completed elementary school arithmetic and who wishes to apply this knowledge to the practical world of science, commerce, and industry should find this course valuable. Addition, subtraction, multiplication, and division of whole numbers, common fractions, and decimals are reviewed and applied to the measurement of distance, area, and volume in both English and metric units. The course concludes with a study of the arithmetic of signed numbers and an introduction to algebra.

Mathematics M200
The topics studied in M200 follow those covered in M100. Using the same textbook, students begin with a review of algebra and apply it to the solution of practical problems from industry and science, including a study of graphing techniques. Geometrical constructions are introduced, and the properties of the triangle are studied. Measurement is extended to include the area and volume of a cone, a pyramid, and a sphere. The course concludes with an introduction to trigonometry. Industrial mathematics is emphasized throughout the course. Topics studied include scale reading, cutting speeds, gear and pulley speeds, and the capacity of pipes. Students who have studied mathematics for one or two years beyond elementary school and who feel they need a review of the basics in algebra, geometry, and trigonometry should find this a useful course.

Mathematics M300
An intensive study of algebra includes simultaneous linear equations in two and three variables, representing linear equations on a graph and the factor theorem. Ratio and proportion are introduced and applied to problems on variation. The laws of indices (exponents) are studied and applied to the study of logarithms. A slide rule is supplied to each student and its use in basic operation is practised. The course concludes with an intensive study of measurement, including the area of a sector, annulus, the surface area of a sphere, cylinder, cone, and pyramid, as well as the volume of a prism, cone, and pyramid.

A working knowledge of basic algebra would be an asset for students selecting M300.

Mathematics M400
Four major topics are studied – algebra, analytic geometry, trigonometry, and statics. Following a review of our number system and an introduction to the arithmetic of irrational numbers, algebra is extended to the study of quadratic and surd equations. A practical approach to the idea of a function is followed by the study of analytic geometry with emphasis on graphing the quadratic relations—the parabola, ellipse, and hyperbola. Trigonometry is introduced and applied to the solution of problems involving both oblique and right angle triangles. The topics studied in statics include vectors, moments, composition, and resolution of forces, centre of gravity, and friction.

The material covered in M400 should be of interest to students who wish to study Applied Mathematics and who have completed two or three mathematics courses beyond elementary school, of which at least one has been an intensive study of algebra.

Mathematics M411x ***Introduction to Statistics***
This basic course offers insight into the use and misuse of statistics. Practical experience in collecting and analysing data is provided. Topics studied include: the frequency polygon, normal distribution curve, measures of central tendency, standard deviation, and an introduction to probability. A knowledge of statistics is useful in many fields, including commerce, finance, the natural and physical sciences, and the humanities. In view of the tremendous rate at which data are being accumulated in modern society, emphasis on the control and interpretation of data becomes increasingly important.

Mathematics M511 ***Mathematics of Investment***
See description on page 19.

Mathematics M522 ***Calculus***
See description on page 19.

Series C
Mathematics M160 *Basic Arithmetic*
Mathematics M250
Mathematics M350
Mathematics M450

Series C is designed for students who wish one or more of the following:

) a better understanding of arithmetic
) more skill in computations
) knowledge of how mathematics is used in our daily lives articularly in business transactions
) upgrading in commercial mathematics
) standing in mathematics up to and including Year 4 but ot beyond
) courses adapted to students who find mathematics ifficult

ote: Students wishing to prepare for post-secondary ac-)untancy training should choose courses from Series A or eries B.

lathematics M160 ***Basic Arithmetic***
ere is an opportunity for adult students to "go back to the ginning" in arithmetic. Careful explanations are followed numerous examples showing the addition, subtraction, ultiplication, and division of whole numbers, fractions, d decimals. The percentage form and its uses are studied detail.

practice exercise is given for each topic, with full solutions ovided so the student can check his own work and correct ors in his thinking before he begins the actual assign- nt. There is a handy summary sheet that makes it easy to k up the method for any of the 36 different types of estions studied.

idents who complete M160 find that the 20 printed les- is are useful as reference material, especially if they go on h further courses in mathematics.

Mathematics M250
This is a suitable starting point for students who know how to work with fractions, decimals, and percentages. These basic concepts are applied to various topics of common concern – for example, the calculation of commissions and other earnings (hourly, weekly, monthly, and bimonthly). For the consumer, there are sections on personal money management, banking, and interest.

To give an insight into the problems faced by the businessman, some lessons deal with invoicing, discounting, profit, and loss.

Mathematics M350
Students who have completed M250 or two courses of secondary school mathematics will find that M350 provides much valuable information regarding personal loans, charge accounts, and instalment buying. Special emphasis is placed on purchasing an automobile and purchasing a home. There are sections on insurance (life, fire, and property), on municipal taxation, and on practical measurement.

Business topics include payroll preparation, storage charges, and company loans. A good review at the end of the course helps students retain what they have learned.

Mathematics M450
Completion of M250 or of two courses in secondary school mathematics will enable a student to benefit from the M450 course. Following a straightforward lesson on foreign exchange, there are sections dealing with compound interest and present value. Individuals interested in learning about investment plans will be able to explore the ups and downs of stocks and bonds.

Also included are introductory lessons in metric measurement and statistics. For variety, there are a few topics in recreational mathematics.

Science

The following 20-lesson courses are offered:
General Science
Science SC101
Science SC201
Science SC203

Geology
Geology GL300

Physics
Physics P300
Physics P301
Physics P503

Chemistry
Chemistry C400
Chemistry C401
Chemistry C501

Biology
Biology BY400
Biology BY501

Although some previous work in secondary school science is a definite advantage for students wishing to undertake third- or fourth-year courses, students who have no such previous training may request enrolment in any of the following courses: Geology GL300, Physics P300, Physics P301, Chemistry C400, Chemistry C401, Biology BY400.

For many of the science courses, kits containing laboratory equipment and chemicals are lent to students to enable them to perform experiments. Biological specimens are supplied for observational work. (Kits containing chemicals cannot be supplied to students living outside Canada or to persons living at points in Canada serviced only by air mail.)

Science SC101
This is a first-year introductory science course. It is designed to help the student to develop his powers of observation and his skills in experimentation. The first ten lessons introduce the student to the science of biology: he learns how the cells of plants and animals differ in structure and function; he explores and compares the structure and life histories of animals that lack backbones (the invertebrates) with the structure and life histories of animals that have backbones (the vertebrates). Once this material has been covered, the student is ready to understand how the important organ systems present in man are constructed and how they work.

The next ten lessons introduce the student to the science of physics. Topics presented include: sound; pressure and its transmission; temperature and its measurement; and some properties of solids, liquids and gases. Mastery of this course provides a strong foundation for the successful study of science courses at a more advanced level.

Science SC201
This second-year science course continues the study of biology and physical science introduced in Science SC101. Topics in the biology section include: the structure and life history of flowering plants; the structure and life history of non-flowering plants; an introduction to the study of heredity; an introduction to the study of the relationship of plants and animals to their environment (ecology). Topics in the physics section include: force; work; energy and power; heat; light and electricity. In the final lesson, information on chemical energy – so important to us all – is provided.

Science SC203
This second-year course, which concentrates on physical science, will be of interest to students who plan careers in manufacturing and industry. It provides experience in performing scientific experiments and training in making scientific observations and drawing conclusions. Topics studied in physics are: force, energy, power, heat and its transfer, lubrication, sound, electrostatics, and current electricity. Topics studied in chemistry are: the composition of matter, mixtures, solutions, combustion and fire-fighting and corrosion.

Geology GL300
Beginning with a consideration of the work of the geologist and the methods he uses in the field, this course introduces the student to the fascinating study of the physical history of the earth and the development of life upon it. It emphasizes practical aspects of geologic study, such as interpretation of geologic maps; examination of rock, mineral, and fossil specimens; testing of rock samples in the field; and practice in making observations. It explores the earth around us and below us and some of the important rocks and minerals that are part of its crust. It deals with the internal processes that produced, shaped, and gave texture to rocks, and the external processes that attack the earth's crust. It describes how the geologist measures the age of rocks and how certain historical data can be deduced from the study of fossils. The last part of the course acquaints the student with the structure, landscape features, and natural resources of Canada, in particular those of Ontario.

Physics P300
The course will be of interest to students whose objectives do not necessitate further work in physics. Topics studied are: measurement and use of measuring instruments, mechanics of fluids (volume, density, pressure), simple machines, motion and laws of motion (speed, acceleration, force, friction, etc.), electricity and magnetism, light (reflection, refraction, illumination, polarization), heat (changes of state, heat of fusion, heat of vaporization). Practical applications of all topics studied are considered wherever feasible.

Physics P301

Man by his very nature is inquisitive and seeks to explain the physical world around him. Through application of the scientific method he attempts to interpret the various phenomena that he encounters. The achievements of the physicist in the realm of pure physics have led to developments in technology that are sometimes difficult for the layman to accept, let alone comprehend. Physics P301 attempts to provide the student with an appreciation of physics, the accomplishments of the physicist, and the applications of physics to our daily life. The course is intensive in nature and is intended to provide the student with a solid grounding for the study of Year 5 Physics. An adequate background in general science and mathematics is desirable but not compulsory. Some of the topics studied are: Mechanics—measurement, motion and force, work, energy, power; Vibrations and Wave Motions—wave phenomena, sound, light; Electricity—electrostatics, current electricity, electromagnetism; Modern Physics—electronics, atomic structure, nuclear physics. The course draws liberally from two textbooks: *Physics: The Fundamental Science* and *Matter and Energy*. The student gains experience in the practical application of the scientific method by carrying out experimental work employing the kits provided.

Physics P503

The study of physics is a continuing process by which man seeks to understand the nature of the physical world. In this course the student gains an appreciation of the interrelationship that exists between experimentation and theory. Emphasis is placed on the understanding of physical principles and their application to new situations. The student will study some of the fundamental concepts of physics, will learn how knowledge of these concepts is obtained, and will learn to evaluate experimental data critically. Emphasis is also placed on the ability to reason rather than to memorize. It is desirable that the student have standing in at least one course in basic physics before deciding upon enrolment in this course. Physics P301 or its equivalent is more than adequate in this respect. In this Year 5 Physics course some of the topics studied are: Optics and Waves—how light behaves, reflections and images, refraction, the particle model of light, waves and light, interference; Mechanics—motion along a straight-line path, vectors, Newton's laws of motion, motion at the earth's surface, universal gravitation, momentum and conservation of momentum, kinetic and potential energy; Electricity and Atomic Structure—electric forces and electric charges, energy and motion of charges in electric fields, electric fields and electrical potential, the electromagnetic spectrum, Rutherford's model of the atom, photons, matter waves, energy levels of atoms, structure of the hydrogen atom. The student is provided with an experimental kit to allow him to gain practical experience in applying the scientific method to various portions of the course.

The text is:
Haber-Schaim, U., *et al. PSSC: Physics*. 3rd ed. Toronto: D.C. Heath Canada, 1971.

Chemistry C400

Chemistry C400 is a non-intensive study of such topics as matter, the structure of the atom, chemical combinations, chemical reactions, chemical equations, solutions, ionization, and acids, bases, and salts. It includes experiments to be performed by the student, who can thus share in the excitement of science and the power of discovery. He gains practice in making observations, in organizing facts, and in forming valid conclusions. The results of the experiments are used as a basis for lessons involving theoretical principles. Several lessons are devoted to such currently important topics as air pollution, water pollution, and food chemistry. A student who wishes to prepare for Chemistry C501 should not choose Chemistry C400 but should choose Chemistry C401.

Chemistry C401

In this course emphasis is placed on understanding the nature of elements and compounds and the reactions they undergo. Theories of the structure of atoms and aggregates of atoms are introduced early so that these ideas may be used in subsequent discussions. The states of matter, the language of chemistry, chemical reactions, atomic weights and molecular weights, solutions, formation of ions, and the periodic classification of elements are among the topics included. Wherever possible, a topic is illustrated by experiment and the results used to develop theoretical concepts. Chemistry C401 prepares the student for Chemistry C501.

Chemistry C501

The emphasis in this course is on understanding the principles of chemistry rather than on acquiring factual knowledge. A more advanced treatment of the basic concepts previously studied is offered, and the student performs more involved experimental work wherever such investigations are feasible. Atomic structure, solutions, chemical bonding, oxidation and reduction, aqueous acids and bases, energy in chemical reactions, molecular structure, qualitative and quantitative aspects of equilibrium, and the transition elements are some of the topics examined. It is desirable that a student selecting this course have a knowledge of basic chemistry (in particular the gas laws, the structure of the atom and the periodic table, chemical reactions, the mole concept, nomenclature, equations, and information derivable from balanced equations) and a reasonable facility in mathematics. Chemistry C401 or its equivalent would provide this background.

The text is:
O'Connor, P. R., *et al. Chemistry: Experiments and Principles*. Toronto: D.C. Heath Canada, 1968.

Technical Subjects

Biology BY400
The origin of life, its characteristics, and variations provide the basic theme for the course. The student is given the opportunity to learn about the structure and life cycles of organisms, starting with the sub-microscopic viruses. Other organisms studied in a similar manner include bacteria, algae, fungi, flowering plants, protozoans, flatworms, insects, fishes, amphibians, reptiles, and mammals. Later lessons deal with the science of heredity, human genetics, ecology, pesticides, and pollution. Data on the population explosion and some problems of space travel are presented as well. Students who enrol *are required to do dissections* of preserved specimens, including insects, a fish, and a mammal (white rat).

With this training in biology as a background, one is equipped to take an informed stand on many current social problems. The course is of special value to students who are planning careers in nursing, other health service occupations, or careers related to the natural sciences.

Biology BY501
The biology program at this advanced level is designed to help a student prepare for life-science courses at a university. It emphasizes biochemistry, or the chemistry of cell activity. This includes a study of organic molecules and chemical syntheses. It explains the roles of ADP and ATP in the storage and release of energy in cells and of DNA and RNA in the genetic code. To succeed in this program, a student will need to have completed Chemistry C401 or its equivalent.

Additional topics include a survey of the structure and function of organs and organ systems in plants and animals, including man. The student will learn about the principles of classification; Mendelian genetics; and the reproduction and development of organisms. He will become aware of the evidence for evolution and the mechanism by which it is achieved.

The text is:
Galbraith, D., and Wilson, D. G. *Biological Science: Principles and Patterns of Life*. Rev. ed. Toronto: Holt, Rinehart and Winston of Canada, 1966.

The following courses are offered:
Drafting D100 *Basic Drafting I*
Drafting D200x *Basic Drafting II*
Drafting D300x *Standard Drafting Practice*
Drafting D302x *Introduction to Mechanical Drafting*
Drafting D304x *Introduction to Architectural Drafting*
Drafting D308x *Introduction to Blueprint Reading*
Drafting D318x *Intermediate Blueprint Reading*

A student who has no previous knowledge of drafting will begin study of the subject with the first-year course Draftin D100 followed by the second-year course Drafting D200x. In these two courses he will learn basic techniques and prepare for the study of drafting specialities in third- and fourth-year courses.

For mature students who have acquired some knowledge o drafting either in industry or at school, the third-year Draf ing D300x will provide a review of basic techniques in prep aration for further study in third-year and fourth-year courses.

Drafting D100 *Basic Drafting I*
The Basic Drafting I course introduces the student to fundamental drafting procedures and develops the student's skills in the use of basic drafting equipment and special drawing techniques. There are 10 units of instruction and 20 student assignments in this course, and each assignment will require a minimum of six hours to complete.

Some of the topics covered in the course are: simple and multi-view drawings, theory of shape description, orthographic projection, dimensioning, and simple blueprint reading.

This is an extremely demanding course and students considering it should not undertake more than one other cour during the period of their enrolment.

Drafting D200x *Basic Drafting II*
The D200x Basic Drafting II course is a continuum of the D100 course. The student is introduced to the various dra ing specialties which he may elect to study in the more advanced drafting courses provided by Correspondence Courses. Some of the topics studied in this course include auxiliary view drawings, pictorial drawings, assembly dra ings, surface developments, and blueprint reading.

Drafting D300x ***Standard Drafting Practice***
The Standard Drafting Practice course is designed for students who have acquired some knowledge of basic drafting techniques, either through industrial experience or at school, and who wish to review before proceeding to more advanced and specialized drafting courses. This course is ideal for students who have studied drafting outside Canada and wish to become conversant with Canadian drafting standards and procedures. Through a series of practical projects and problems, the student's drafting skills and problem-solving abilities are developed. Some of the topics covered are: drafting as a graphic language, orthographic projection, lettering and dimensioning, section drawings, and conventional representations.

Drafting D302x ***Introduction to Mechanical Drafting***
The D302x course is a continuum of the D200x and D300x courses and is designed for students who wish to study the principles and techniques employed in the drawing of machines and their component parts. Some of the topics covered are: detail and assembly drawings, surface finish, casting design, geometric construction, cams and linkages, pictorial drawings, and the drawing of fabricated parts. Since the practical drafting assignments in this course are relatively advanced, students considering enrolment should be conversant with all the basic Canadian drafting standards and have developed their personal drafting skills and techniques beyond basic levels of achievement.

rafting D304x ***Introduction to Architectural Drafting***
he Introduction to Architectural Drafting course is a continuum of the D200x and D300x courses and is designed for udents who wish to study the principles and techniques nployed in architectural drafting and design. The emasis in this course is on the design and drafting techniques ed in the production of plans and drawings of residential ildings. Some of the topics covered are: principles of dein, plan selection, presentation drawings, layout and orking drawings, elementary study of building materials d methods.

ice the practical drafting assignments involved in this urse are relatively advanced, students considering enrolnt should be conversant with the basic Canadian drafting ndards and have developed their personal drafting skills yond a basic level of achievement.

Drafting D308x ***Introduction to Blueprint Reading***
The Introduction to Blueprint Reading course is designed for students who have no previous knowledge or training in the reading of engineering drawings. The D308x course is basically a reading course designed to develop fundamental skills in reading and interpreting technical drawings as they apply to industry. The course consists of 10 units of instruction, print-reading assignments, and a final supervised test. Some of the topics covered are: third angle projections, angular dimensions, scale drawings, tolerances and allowances, steel specifications, and casting designs.

Drafting D318x ***Intermediate Blueprint Reading***
The Intermediate Blueprint Reading course is a continuum of the D308x Introduction to Blueprint Reading course. The course consists of 10 units of instruction, blueprint-reading assignments, and one final supervised test.

Some of the topics covered are: assembly drawings, conventional sectioning methods, metric dimensioning, welding drawings, and geometrical tolerancing problems.

Visual Arts

The accompanying chart lists the courses offered in visual arts. No background is required to study courses listed in the left-hand column. Courses in the centre column may be taken by students who have completed at least one secondary school visual arts course or its equivalent. Art A501 requires a background of at least two previous secondary school art courses or their equivalent.

Courses whose code ends in *x* comprise 10 lessons and are worth one-half credit towards an Ontario Secondary School Graduation Diploma. The others comprise 20 lessons, and have a value of one credit. Art A501 is worth one credit towards an Ontario Secondary School Honour Graduation Diploma.

	No background	*One previous Visual Arts course*	*Two previous Visual Arts courses*
Fine Art	A200	A302x A401x A402x	A501
Art History	A303x A403x		
Related Arts	Theatre Arts TA300 Art appreciation A301 Film Arts FA400x	Commercial Art CA400x	

Art A200 ***Beginning in Art***
Everyone has some artistic potential. It is the purpose of this course to develop the skills of the beginning artist by means of a series of practical projects that introduce the elements and principles of visual art. Drawing and painting techniques, subject matter, and style are some of the artistic questions examined and explored through practical projects. No background in art is required and a basic art kit is supplied.

Theatre Arts TA300 ***The Performing Art***
The art of acting and the nature of the theatre are the major themes developed in this introduction to drama. Basic acting skills such as the controlled use of voice, mime, and improvisation are described. The history of drama, characterization, mood and feeling, and such production concerns as stage design, set design, costumes, lighting and sound effects are examined. The aim of the course is to make the student more aware of himself, to make him a more sensitive viewer of drama, and to encourage him to participate in dramatic productions. A supplementary text, *The Magic Mask* by Marguerite Dow, is lent to the student. No previous background is needed for enrolment.

Art A301 ***Through Artists' Eyes***
It has been said that the artist teaches us how to see, and yet we often have difficulty understanding the bizarre creations he fashions for our viewing. The complex, fascinating world of art is the subject of this comprehensive study. Graphics, drawing and painting, art history, photography, television, and commercial and industrial art are just a few of the topics covered in a course that ranges from a discussion of the way to look at a painting to a survey of the inventions of architectural technology. Projects are designed to increase the student's sensitivity to the world of art that surrounds him. There is no text, but a portfolio of reproductions is lent to students. No art background is required for enrolment.

Art A302x ***Prints Without a Press***
Printing consists of any of several means artists and artisan use to duplicate an image. Hand-printing techniques have been a means of creative expression for centuries.

The printmaking techniques introduced in this course – monoprints, stencils, cardboard cuts, lino cuts – are simp to learn, yet have the potential of yielding sophisticated results in the hands of a creative artist. Some previous back ground in art would be helpful to the student taking print making. There is no text but a printmaking kit will be supplied.

Art A303x ***Art to 1500***
Here is the story of cave paintings and pyramids, of Minoa palaces and Greek temples. Roman engineering and Byzan tine mosaics are discussed. Medieval manuscript illumina tions are studied, and the course ends with a description o the art of the Gothic era. A text, *Art and Man* Book I, is le to the student. No previous background in art or history i required for enrolment.

Students who are interested in our cultural heritage from ancient and medieval Europe might also wish to study E302x, Readings in Archaeology, History H301 or H302, and Classical Studies L312x.

Commercial Art CA400x ***Art for Commerce and Indus***
The functional aspects of applied art and design — magazine illustrations, advertising art, package design, co porate images, design of functional objects (furniture, toy jewellery, etc.) are the focus of this course which introduc the student to the world of applied arts. Since the commer cial artist and the industrial designer operate in a highly technical field, some artistic background is desirable. The purpose of the course is to give the student a fuller apprec tion of the possibilities and problems inherent in the field of commercial and industrial art. An art kit is supplied.

Film Arts FA400x ***The Camera's Eye***
The twin subjects of still photography and cinematography are studied in this introductory course. The student is encouraged to develop his skills as a photographer through practical project assignments, and for this reason he must provide his own still camera and film. Background knowledge in art or English would be helpful to the film arts student as he explores the possibilities of photography as a means of creative expression. A portfolio of photographs is lent to the student.

Art A401x ***Composing your Art***
Art is creative expression, yet even the art student who has some background is drawing and painting sometimes has difficulty in thinking of something creative and original to say. The aim of this course is to stimulate originality in content and composition. Ideas are suggested in illustrations and diagrams and written descriptions. The student is provided with an art kit and some basic materials.

Art A402x ***Style in Art***
As he gains experience, every artist gradually develops his own personal way of expressing himself in art — his own style. In this course the art student carries out a series of practical projects that are designed to increase his awareness of the significance of style in art and to help him develop his own distinctive style. An art kit and a book of reproductions are lent to the student.

Art A403x ***Great European Art***
The period from the sixteenth to the eighteenth century was rich in art — a time of masterpieces, of famous artists such as Raphael, Michelangelo, and Durer. This course traces the development of art during the Renaissance, Baroque, and Rococo periods and provides the student with criteria upon which to base his judgement of the art of any period. The course continues the story of art that was begun in Art A303x. A book of reproductions is lent to the student.

Art A501 ***The Artist's Study***
Practical projects in drawing and painting and the history of art in Europe and America from 1800 to the present are the two themes of this advanced course. Optional projects give the student an opportunity to learn more about the two- or three-dimensional arts or crafts of his choice. Project assignments are arranged so that a student can benefit from his correspondent teacher's assessment of his sketches and rough work before proceeding to the final composition. The course is worth one credit towards an Ontario Secondary School Honour Graduation Diploma. Since students taking this course should have a basic grounding in art history and in practical art, two previous art courses at the secondary school level, or their equivalent, are a desirable basis for A501.

The text is:
Brieger, Peter, *et al. Art and Man.* Book 3. Toronto: Holt, Rinehart and Winston of Canada, 1964.

Elementary School Courses

Elementary school correspondence courses in grades 1 to 8 are available for children who are unable to attend school. They are offered in English for English-speaking students and in French for French-speaking students. Lessons are supplied and corrected free of charge. Answer paper is provided free to all pupils. Textbooks are lent free of charge, but must be returned in good condition when pupils complete or discontinue the courses for which the books have been lent.

A child living in Ontario who is six years of age or over but under the age of sixteen, and who is unable to attend school for a period of three months or more, is eligible for enrolment. A child normally resident in Ontario but living temporarily outside Canada and unable to attend a school in which the Ontario curriculum is taught is eligible for enrolment. Since enrolment of a child living outside Canada cannot be continued indefinitely, eligiblity will be considered when a request is made for enrolment in the next grade. Absence for a period in excess of three years can rarely be regarded as temporary absence from the province and used as a reason for continued enrolment.

Parents wishing to apply for elementary school enrolment for a child under sixteen years of age should complete Form A (or Form B if the child is French-speaking) and return it, together with the child's last school report and a doctor's certificate if the child is not well enough to attend school, or a recommendation for enrolment from the senior educational officer for the area if distance is the reason for not attending school. The certificate or recommendation must state the reason for non-attendance and the probable duration of the child's absence from school. No certificate or recommendation is required for children going overseas.

A parent applying for a correspondence course for a child temporarily resident outside Canada must give the name and address of a person in Ontario who will act as a liaison person and assume the responsibility of forwarding books and lessons. All material from this office will be addressed to the liaison person. Applicants should instruct the liaison person to rewrap the material, print on it the pupil's foreign address and his own return address, prepare a customs declaration form, and pay sufficient postage to carry the material to its foreign destination.

A child may begin a course at any time during the school year. If he is in good health, he should spend as much time on his studies each day as he would if he were attending school. By so doing, he will be able to keep up with the daily assignments and complete the work of a whole grade in a year. When he completes the grade satisfactorily, he earns a certificate of promotion. If enrolment is to be continued in the next grade, parents may request lessons and supplies ahead of time to ensure that they will be delivered as soon as needed.

Pupils living in Ontario and enrolled in correspondence courses must submit lessons for correction. Those living outside Canada are advised to do so if at all possible. Although mailing delays to and from distant locations may take a good deal of the value from teachers' comments and corrections, children gain a certain satisfaction and encouragement from personal contact with a teacher and from winning recognition for their work. Parents should note that lessons sent in for marking must contain all assignments in every subject, unless they have requested the omission of certain subjects that they consider unnecessary in the circumstances.

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